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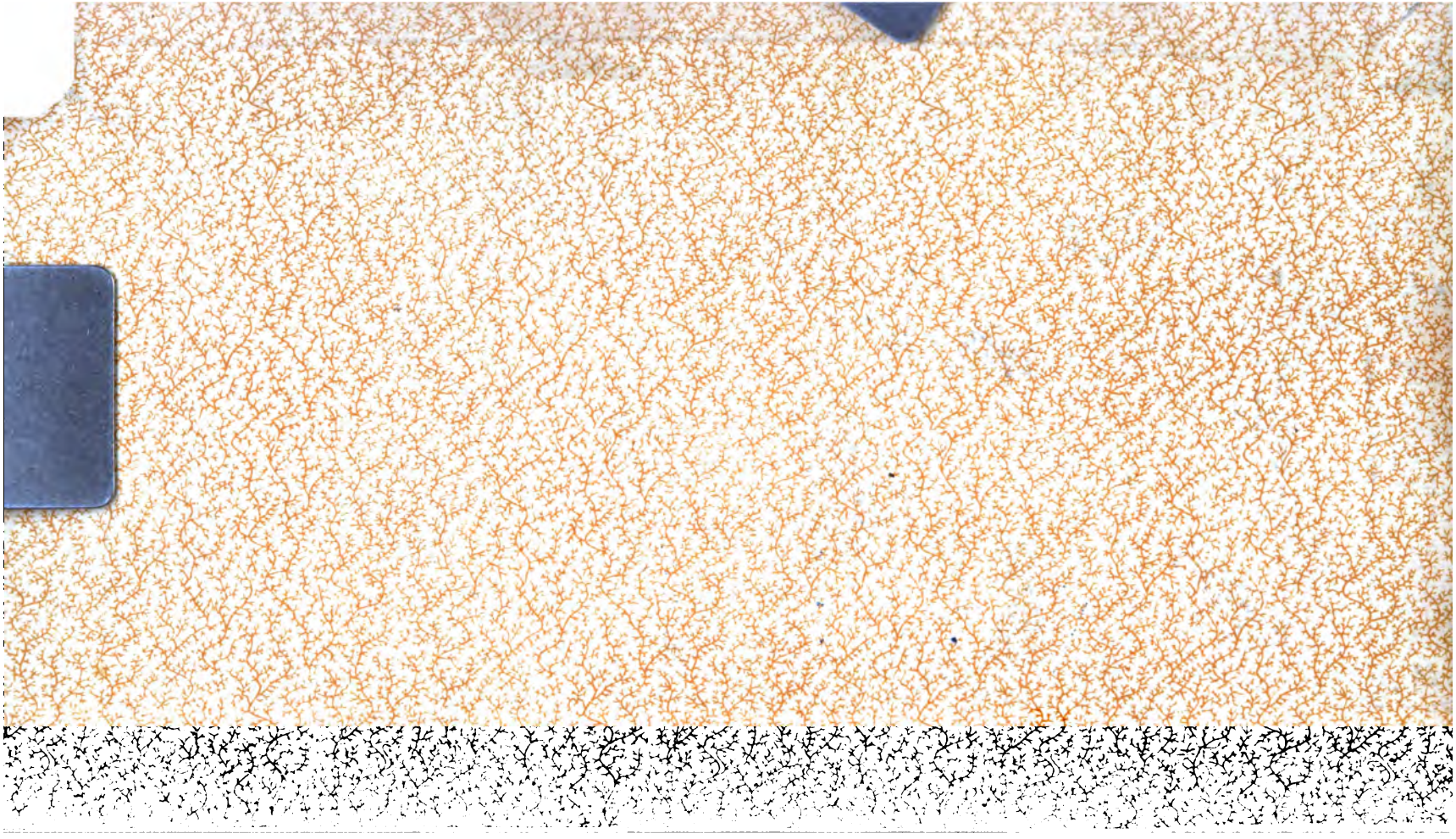

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Jan., 1913

UNITED STATES CIVIL SERVICE COMMISSION

MANUAL OF EXAMINATIONS

FOR THE

SPRING OF 1913

[THE REPORTS OF THE COMMISSION, SHOWING ITS WORK AND CONTAINING THE CIVIL-SERVICE ACT, RULES, AND REGULATIONS, CAN BE CONSULTED AT THE PRINCIPAL PUBLIC LIBRARIES]

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SPECIAL NOTICE.

The Manual is revised semiannually to January 1 and July 1, and contains all information applicants need concerning the filing of applications and the examinations mentioned therein. Before writing for information see if your inquiry is not fully answered in this Manual. Consult the index. The January edition contains the schedule of spring examinations and the July edition the schedule of fall examinations. Requests for the next July edition should not be made before July 15, 1913.

Persons making requests for information in regard to examinations and for application blanks who do not specify the name of the examination desired will be furnished with this Manual. Upon receipt of it they should notify the commission of the name of the examination desired, stating that they have already received the Manual; the proper blank will then be sent provided the desired examination is pending. Wherever possible postal cards should be used in making requests for blanks. Be as brief as possible, simply indicating the kind of examination.

EXAMINATIONS AND APPOINTMENTS.

Under "Descriptions of Examinations" the titles are arranged alphabetically. Many examinations not described in this Manual are announced from time to time as eligibles are needed. For further information concerning such examinations see section 43 of this Manual.

Examinations are now held in every State and Territory. From most examinations appointments may be made not only to a particular class of positions, but to any position where the qualifications tested are required. Examinations for the Departmental Service as a rule are not held for any particular department or office, but for the purpose of establishing registers from which appointments may be made to any of the departments or offices where the qualifications tested are required.

Appointments are made through examination and certification by the commission to all positions in the executive branch of the Federal service, both at Washington, D. C., and in the country at large, except those filled by presidential appointment, certain positions of an executive, confidential, or fiduciary character, such as private secretary, etc., and certain minor positions.

Appointments to Federal positions in Porto Rico, Hawaii, and the Isthmus of Panama are made on the same basis as those in the States. So far as is practicable, the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine civil-service act; but this commission holds such examinations as the Philippine civil-service board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine civil service, but are in the civil service of the United States. The positions referred to include those under the staff officers of the Philippines Division, and the commandant of the United States Naval Station at Cavite. The Bureau of Civil Service at Manila is authorized to receive applications for admission to the Federal civil service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

The term "Departmental Service," as used in this pamphlet, refers to positions in the departments and offices at Washington, D. C. The term "Field Service" refers to positions in the local services outside of Washington, D. C.

Positions under State or municipal control are not filled as a result of examinations held by this commission.

CIVIL-SERVICE SCHOOLS AND INSTITUTES.

The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of such schools.

SCOPE OF THE CIVIL-SERVICE LAW.

January 16, 1883, Congress passed what is known as the "civil-service law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purposes, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the commission. The fundamental purpose of the law and rules is to establish, in the parts of the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made upon examination and certification by the commission, unless especially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the commission.

The civil-service law and rules do not give to the commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and heads of departments. Upon requisition of an appointing officer the commission provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the commission's duty ends so far as an appointment is concerned, except, of course, it is charged with investigating and reporting any irregularity of appointment or removal.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement.

EXTENT OF THE CLASSIFIED CIVIL SERVICE.

The classified civil service includes all officers and employees in the executive civil service of the United States heretofore or hereafter appointed or employed in positions now existing or which may hereafter be created of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate.

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Railway Mail Service, the Indian Service, the Steamboat-Inspection Service, the Immigration Service, the Public Health Service, the Light-House Service, the Life-Saving Service, the Mint and Assay Service, the Cus-

todian Service, the Subtreasury Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Customs Service, the Post-Office Service, the Government Printing Office, the Internal-Revenue Service, the Rural Delivery Service, the Forest Service, the Reclamation Service, the Isthmian Canal Service, the Navy-Yard Service, the Government Hospital for the Insane, the National Military Park Service, and the position of fourth-class postmaster except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under civil-service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these position will be found in section 277.

All places in the classified service except those mentioned in the section referred to above, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the civil-service law.

Under the terms of the law positions outside the executive branch of the Government, positions to which appointment is made by the President and confirmed by the Senate, and positions of mere unskilled manual labor are not required to be classified. With these limitations, the President is authorized to direct, from time to time, in his discretion, the heads of departments and offices to extend the classified service. Under this authority the classified service has been gradually extended until it now includes about 300,000 individual positions. The commission has nothing to do with classifying any positions except those in its own force. In the executive service not yet classified are the following: Consular and Diplomatic Service, post offices of the third class, governments of the District of Columbia and of Territories, Congressional Library, and some other parts of the service.

CHANGE OF ADDRESS.

Persons who have applied for examination or who have passed an examination for the Departmental or Isthmian Canal Service should keep the commission informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should relate only to the change in address and should always indicate the kind of examination taken, the average attained, and, if educational, the place and date.

Persons eligible for the Philippine Service should notify the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., of change of address, and not the commission.

Persons who have filed application for the Field Service should notify the district secretary of any change of address. See section 35.

REQUEST FOR CHANGE OF ADDRESS.

Applicants or eligibles desiring to have their post-office address changed will fill out the blanks below, tear out this page, and return it to the commission.

....., 191..

U. S. CIVIL SERVICE COMMISSION,
Washington, D. C.

Exact title of examination: [1] .....

.....

.....

Bona fide residence of applicant:.....
(State, not address.)

Average attained: .....

Date of examination: .....

City in which examined: .....

Please change the address on my application from .....

.....

to .....

.....

Signature: .....

[1] If you have more than one application on file, name each kind of examination for which an application has been filed.

PLACES AND DATES OF EXAMINATIONS.

Section 1. No request will be granted to take an examination at any place or on any date for which it is not scheduled. An applicant may take only one kind of examination at one time or place. An applicant for appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the State in which he resides and must show that he has been actually domiciled in such State for at least one year previous to the date of examination.

All examinations begin at 9 a. m., local time. For location of the examination room, if outside of Washington, D. C., apply to the secretary of the board of examiners or to the postmaster in the city or town where the examination is held, not later than 8.30 a. m. on the date of the examination. Examinations in Washington, D. C., are held at No. 1724 F Street, NW.

The railway mail clerk examination will be held on May 3, 1913, at the places specified in Form 1407. See section 206.

For information in regard to examinations to be held in the Canal Zone, persons residing on the Isthmus should make application to the secretary of the board of civil-service examiners, Culebra, Canal Zone.

The following-named examinations will be held in the spring of 1913, and may be taken as indicated below at the places and on the dates shown in section 2, pages 9 to 19, inclusive.

A. At the places marked "(A)" in the schedule the following-named examinations may be taken on the dates specified (also see "B" and "C" below):

Apprentice map engraver (application Form 304). See section 49.

Clerk, departments and offices at Washington, D. C. (application Form 304). See section 83.

Electrotyper, finisher, Government Printing Office (application Forms 1800 and 1747). See section 116.

Electrotyper, molder, Government Printing Office (application Forms 1800 and 1747). See section 117.

Elevator conductor, Departmental Service (application Form 1800). See section 119.

Press feeder, Government Printing Office (application Forms 304 and 1145). See section 199.

Stenographer, all services (application Form 304 for the departmental and Isthmian Canal services, and Form 2 for the Philippine Service). See sections 217 to 225.

Stenographer and typewriter, all services (application Form 304 for the departmental and Isthmian Canal services, and Form 2 for the Philippine Service). See sections 217 to 225, and 248 to 251.

Stereotyper, Government Printing Office (application Forms 1800 and 1747). See section 226.

Subclerical (messenger, skilled laborer, and watchman), Departmental Service (men only) (application Form 304). Certain States only. See section 228.

Typewriter, all services (application Form 304 for the departmental and Isthmian Canal services, and Form 2 for the Philippine Service). See sections 248 to 251.

B. At the places marked "(B)" in the schedule all the examinations named under (A), except stenographer, stenographer and typewriter, typewriter, and clerk, may be taken on the dates specified.

C. At the places marked "(C)" in the schedule the examinations for stenographer, stenographer and typewriter, typewriter, and clerk only may be taken on the dates speci-

fied. The stenographer, stenographer and typewriter, and typewriter examinations may also be taken at other times, as shown in section 217.

D. At the places marked "(D)" in the schedule the following-named examinations may be taken, beginning on March 12:

Aid, Coast and Geodetic Survey (application Form 1312). See section 46.

Apprentice plate cleaner, transferrer, and engraver, Bureau of Engraving and Printing (application Form 304). See section 50.

Assistant, Philippine Service (men only) (application Form 2). See section 53.

Assistant engineer, Reclamation Service (application Form 1312). See section 55.

Assistant inspector of boilers (application Form 1087). See section 170.

Assistant inspector of hulls (application Form 1087). See section 171.

Bookkeeper, Departmental Service (men only) (application Form 304). See section 63.

Clerk, Isthmian Canal Service (men only) (application Form 1312). See section 85.

Computer, Coast and Geodetic Survey (men only) (application Form 1312). See section 88.

Computer, Supervising Architect's Office (application Form 1312). See section 90.

Draftsman:

Architectural, Supervising Architect's Office (application Form 1312). See section 100.

Copyist topographic, Departmental Service (application Form 1312). See section 102.

Engineer, Supervising Architect's Office (application Form 1312). See section 103.

Heating and ventilating, Supervising Architect's Office (application Form 1312). See section 104.

Junior architectural, Supervising Architect's Office (application Form 1312). See section 106.

Junior engineer, Engineer Department at Large (application Form 1312). See section 107.

Topographic, Departmental Service (application Form 1312). See section 110.

Forest assistant, Forest Service (application Form 1312). See section 133.

Forest assistant, Philippine Service (application Form 2). See section 134.

Industrial teacher, Philippine Service (men only) (application Form 2). See section 148.

Junior engineer, Reclamation Service (application Form 1312). See section 158.

Kindergarten teacher, Indian Service (application Form 1312). See section 161.

Local inspector of boilers (application Form 1087). See section 170.

Local inspector of hulls (application Form 1087). See section 171.

Matron, Indian Service (application Form 1800). See section 175.

Physician, all services (men only) (application Form 1312, except for the Philippine Service; Form 2 for the Philippine Service). See section 192.

Superintendent of construction (application Form 1312). See section 231.

Teacher, Philippine Service (application Form 2). See section 241.

Veterinarian (application Form 1312, except for the Philippine Service; Form 2 for Philippine Service). See section 252.

E. At the places marked "(E)" in the schedule the following-named examinations may be taken, beginning on April 9:

Agricultural inspector, Philippine Service (men only) (application Form 2). See section 45.

Aid, Lighthouse Service (application Form 1312). See section 47.

Assistant examiner, Patent Office (application Form 1312). See section 56.

Assistant observer (men only) (application Form 304). See section 59.

Cadet engineer, Lighthouse Service (application Form 1312). See section 69.

Cadet officer, Lighthouse Service (application Form 1312). See section 70.

Civil engineer and draftsman (application Form 1312). See section 77.

Civil engineer and superintendent of construction (application Form 1312). See section 78.

Civil engineer student (application Form 1312). See section 79.

Computer, Nautical Almanac Office and Naval Observatory (men only) (application Form 1312). See section 89.

Draftsman, mechanical, Isthmian Canal Service (men only) (application Form 1312). See section 108.

Draftsman, topographic, Isthmian Canal Service (men only) (application Form 1312). See section 111.

Engineer, Indian Service (application Form 1800). See section 122.

Farmer, Indian Service (application Form 1800). See section 128.

Fish culturist (application Form 304). See section 131.

Junior engineer (civil), Engineer Department at Large (application Form 1312). See section 156.

Junior engineer (mechanical or electrical), Engineer Department at Large (application Form 1312). See section 157.

Junior engineer (mining), Bureau of Mines (application Form 1312). See section 155.

Scientific assistant, Department of Agriculture (application Form 1312). See section 211.

Surveyor, Philippine Service (application Form 2). See section 235.

Teacher, Indian Service (application Form 1312). See section 239.

Trained nurse, all services (application Form 1312 for the Indian and Isthmian Canal services, and Form 2 for the Philippine Service). See section 246.

Wireman (application Form 1800). See section 255.

Sec. 2. Schedule of places and dates.—The examinations mentioned in section 1 may be taken at the places and on the dates specified in this section.

Alabama:
- (A) Birmingham, April 8.
- (D) Birmingham, March 12.
- (E) Birmingham, April 9.
- (A) Dothan, March 17.
- (A) Huntsville, March 17.
- (A) Mobile, April 3.
- (D) Mobile, March 12.
- (E) Mobile, April 9.
- (A) Montgomery, April 5.
- (D) Montgomery, March 12.
- (E) Montgomery, April 9.
- (A) Opelika, March 17.
- (A) Selma, March 17.

Alaska:
- (A) Juneau, April 9.
- (D) Juneau, April 9.
- (E) Juneau, April 9.
- (A) Nome, April 9.
- (D) Nome, April 9.
- (E) Nome, April 9.

Arizona:
- (D) Douglas, March 12.
- (E) Douglas, April 9.
- (A) Flagstaff, March 17.
- (A) Phoenix, March 17.
- (D) Phoenix, March 12.

Arizona—Continued.
- (E) Phoenix, April 9.
- (D) Prescott, March 12.
- (E) Prescott, April 9.
- (A) Tucson, March 17.
- (D) Tucson, March 12.
- (E) Tucson, April 9.

Arkansas:
- (D) Fayetteville, March 12.
- (E) Fayetteville, April 9.
- (A) Fort Smith, April 1.
- (D) Fort Smith, March 12.
- (E) Fort Smith, April 9.
- (D) Helena, March 12.
- (E) Helena, April 9.
- (B) Jonesboro, March 17.
- (D) Jonesboro, March 12.
- (E) Jonesboro, April 9.
- (A) Little Rock, April 2.
- (D) Little Rock, March 12.
- (E) Little Rock, April 9.
- (B) Texarkana, March 17.
- (D) Texarkana, March 12.
- (E) Texarkana, April 9.

California:
- (B) Eureka, March 17.
- (D) Eureka, March 12.

California—Continued.
(E) Eureka, April 9.
(A) Fresno, March 18.
(D) Fresno, March 12.
(E) Fresno, April 9.
(A) Los Angeles, April 17.
(D) Los Angeles, March 12.
(E) Los Angeles, April 9.
(D) Marysville, March 12.
(E) Marysville, April 9.
(A) Red Bluff, March 17.
(D) Red Bluff, March 12.
(E) Red Bluff, April 9.
(B) Redding, March 17.
(A) Sacramento, April 10.
(D) Sacramento, March 12.
(E) Sacramento, April 9.
(A) San Bernardino, April 21.
(D) San Bernardino, March 12.
(E) San Bernardino, April 9.
(A) San Diego, April 18.
(D) San Diego, March 12.
(E) San Diego, April 9.
(B) San Francisco, April 7.
(C) San Francisco, April 22.
(D) San Francisco, March 12.
(E) San Francisco, April 9.
(A) San Jose, April 14.
(D) San Jose, March 12.
(E) San Jose, April 9.
(A) San Luis Obispo, April 15.
(D) San Luis Obispo, March 12.
(E) San Luis Obispo, April 9.
(A) Santa Barbara, April 16.
(A) Stockton, March 17.

Colorado:
(A) Colorado Springs, March 27.
(D) Colorado Springs, March 12.
(E) Colorado Springs, April 9.
(A) Denver, March 28.
(D) Denver, March 12.
(E) Denver, April 9.
(A) Durango, March 17.
(D) Durango, March 12.
(E) Durango, April 9.
(D) Fort Collins, March 12.
(E) Fort Collins, April 9.
(A) Grand Junction, April 1.
(D) Grand Junction, March 12.
(E) Grand Junction, April 9.
(A) Greeley, March 17.
(B) Leadville, March 17.
(D) Leadville, March 12.
(E) Leadville, April 9.

Colorado—Continued.
(A) Montrose, March 17.
(D) Montrose, March 12.
(E) Montrose, April 9.
(A) Pueblo, March 26.
(D) Pueblo, March 12.
(E) Pueblo, April 9.
(B) Trinidad, March 17.
(D) Trinidad, March 12.
(E) Trinidad, April 9.

Connecticut:
(A) Bridgeport, March 26.
(A) Hartford, March 21.
(D) Hartford, March 12.
(E) Hartford, April 9.
(D) Middletown, March 12.
(E) Middletown, April 9.
(A) New Haven, March 27.
(D) New Haven, March 12.
(E) New Haven, April 9.
(A) New London, March 28.
(A) Waterbury, March 24.

Delaware:
(A) Wilmington, March 26.
(D) Wilmington, March 12.
(E) Wilmington, April 9.

District of Columbia (Washington):
Apprentice map engraver; electrotyper, finisher; electrotyper, molder; elevator conductor; press feeder; stereotyper, March 31.
Subclerical (watchman, messenger, and skilled laborer), April 4.
Clerk, departmental service, April 7
Stenographer, stenographer and typewriter, April 22.
Typewriter *only*, April 29.
All examinations under (D), March 12.
All examinations under (E), April 9.

Florida:
(A) Gainesville, March 28.
(D) Gainesville, March 12.
(E) Gainesville, April 9.
(A) Jacksonville, March 22.
(D) Jacksonville, March 12.
(E) Jacksonville, April 9.
(B) Key West, March 17.
(D) Key West, March 12.
(E) Key West, April 9.
(A) Miami, March 25.
(D) Miami, March 12.
(E) Miami, April 9.
(A) Ocala, March 17.

Florida—Continued.
(A) Orlando, March 17.
(A) Pensacola, April 2.
(D) Pensacola, March 12.
(E) Pensacola, April 9.
(A) St. Augustine, March 17.
(A) Tallahassee, March 31.
(A) Tampa, March 17.
(D) Tampa, March 12.
(E) Tampa, April 9.
Georgia:
(A) Athens, May 12.
(D) Athens, March 12.
(E) Athens, April 9.
(B) Atlanta, April 7.
(C) Atlanta, April 22.
(D) Atlanta, March 12.
(E) Atlanta, April 9.
(A) Augusta, May 10.
(D) Augusta, March 12.
(E) Augusta, April 9.
(A) Brunswick, March 17.
(A) Columbus, March 17.
(A) Dublin, March 17.
(A) Macon, March 17.
(D) Macon, March 12.
(E) Macon, April 9.
(A) Rome, April 26.
(A) Savannah, March 19.
(D) Savannah, March 12.
(E) Savannah, April 9.
(A) Thomasville, March 17.
(D) Thomasville, March 12.
(E) Thomasville, April 9.
(A) Waycross, March 20.
Hawaii:
(A) Honolulu, April 2.
(D) Honolulu, March 12.
(E) Honolulu, April 9.
Idaho:
(A) Boise, April 7.
(D) Boise, March 12.
(E) Boise, April 9.
(A) Coeur d'Alene, March 18.
(D) Moscow, March 12.
(E) Moscow, April 9.
(A) Pocatello, April 4.
(D) Pocatello, March 12.
(E) Pocatello, April 9.
(A) Twin Falls, April 5.
Illinois:
(B) Bloomington, March 17.
(A) Cairo, April 4.
(D) Cairo, March 12.

Illinois—Continued.
(E) Cairo, April 9.
(D) Champaign, March 12.
(E) Champaign, April 9.
(B) Chicago, April 7.
(C) Chicago, April 22.
(D) Chicago, March 12.
(E) Chicago, April 9.
(A) Decatur, April 9.
(A) East St. Louis, March 17.
(D) East St. Louis, March 12.
(E) East St. Louis, April 9.
(D) Freeport, March 12.
(E) Freeport, April 9.
(A) Galesburg, April 15.
(A) Pana, April 10.
(A) Peoria, April 14.
(D) Peoria, March 12.
(E) Peoria, April 9.
(A) Quincy, April 7.
(D) Quincy, March 12.
(E) Quincy, April 9.
(A) Rockford, April 17.
(A) Rock Island, April 16.
(A) Springfield, April 8.
(D) Springfield, March 12.
(E) Springfield, April 9.
Indiana:
(A) Bloomington, March 17.
(D) Bloomington, March 12.
(E) Bloomington, April 9.
(A) Evansville, March 27.
(D) Evansville, March 12.
(E) Evansville, April 9.
(A) Fort Wayne, March 21.
(D) Fort Wayne, March 12.
(E) Fort Wayne, April 9.
(A) Indianapolis, March 25.
(D) Indianapolis, March 12.
(E) Indianapolis, April 9.
(A) Lafayette, March 17.
(D) Lafayette, March 12.
(E) Lafayette, April 9.
(A) Marion, March 22.
(A) New Albany, March 28.
(D) New Albany, March 12.
(E) New Albany, April 9.
(A) Richmond, March 17.
(D) Richmond, March 12.
(E) Richmond, April 9.
(A) South Bend, March 20.
(D) South Bend, March 12.
(E) South Bend, April 9.
(A) Terre Haute, March 26.

Indiana—Continued.
(D) Terre Haute, March 12.
(E) Terre Haute, April 9.
(A) Valparaiso, March 17.
(D) Valparaiso, March 12.
(E) Valparaiso, April 9.

Iowa:
(D) Ames, March 12.
(E) Ames, April 9.
(A) Burlington, April 16.
(D) Burlington, March 12.
(E) Burlington, April 9.
(A) Cedar Rapids, April 21.
(A) Council Bluffs, April 9.
(D) Council Bluffs, March 12.
(E) Council Bluffs, April 9.
(A) Davenport, April 19.
(D) Davenport, March 12.
(E) Davenport, April 9.
(A) Des Moines, April 14.
(D) Des Moines, March 12.
(E) Des Moines, April 9.
(A) Dubuque, April 23.
(D) Dubuque, March 12.
(E) Dubuque, April 9.
(A) Fort Dodge, April 11.
(D) Fort Dodge, March 12.
(E) Fort Dodge, April 9.
(A) Iowa City, April 18.
(D) Iowa City, March 12.
(E) Iowa City, April 9.
(A) Keokuk, April 17.
(A) Marshalltown, April 12.
(A) Mason City, April 24.
(D) Mason City, March 12.
(E) Mason City, April 9.
(A) Ottumwa, April 15.
(A) Shenandoah, April 10.
(A) Sioux City, March 24.
(D) Sioux City, March 12.
(E) Sioux City, April 9.
(A) Waterloo, April 22.
(D) Waterloo, March 12.
(E) Waterloo, April 9.

Kansas:
(B) Concordia, March 17.
(D) Concordia, March 12.
(E) Concordia, April 9.
(D) Emporia, March 12.
(E) Emporia, April 9.
(B) Fort Scott, March 17.
(D) Fort Scott, March 12.
(E) Fort Scott, April 9.
(A) Hutchinson, March 26.

Kansas—Continued.
(A) Kansas City, March 21.
(D) Kansas City, March 12.
(E) Kansas City, April 9.
(A) Lawrence, March 17.
(D) Lawrence, March 12.
(E) Lawrence, April 9.
(D) Manhattan, March 12.
(E) Manhattan, April 9.
(A) Pittsburg, March 19.
(A) Salina, March 25.
(D) Salina, March 12.
(E) Salina, April 9.
(A) Topeka, March 24.
(D) Topeka, March 12.
(E) Topeka, April 9.
(A) Wichita, March 17.
(D) Wichita, March 12.
(E) Wichita, April 9.

Kentucky:
(A) Ashland, March 31.
(D) Ashland, March 12.
(E) Ashland, April 9.
(A) Bowling Green, March 17.
(D) Bowling Green, March 12.
(E) Bowling Green, April 9.
(A) Covington, April 8.
(D) Covington, March 12.
(E) Covington, April 9.
(A) Lexington, March 29.
(D) Lexington, March 12.
(E) Lexington, April 9.
(A) Louisville, March 28.
(D) Louisville, March 12.
(E) Louisville, April 9.
(A) Owensboro, March 17.
(D) Owensboro, March 12.
(E) Owensboro, April 9.
(A) Paducah, March 17.
(D) Paducah, March 12.
(E) Paducah, April 9.

Louisiana:
(A) Alexandria, March 21.
(D) Alexandria, March 12.
(E) Alexandria, April 9.
(A) Baton Rouge, March 19.
(D) Baton Rouge, March 12.
(E) Baton Rouge, April 9.
(A) Lake Charles, April 14.
(D) Lake Charles, March 12.
(E) Lake Charles, April 9.
(A) Monroe, March 17.
(D) Monroe, March 12.
(E) Monroe, April 9.

Louisiana—Continued.
(B) New Orleans, April 7.
(C) New Orleans, April 22.
(D) New Orleans, March 12.
(E) New Orleans, April 9.
(A) Shreveport, March 22.
(D) Shreveport, March 12.
(E) Shreveport, April 9.

Maine:
(A) Augusta, March 17.
(A) Bangor, April 9.
(D) Bangor, March 12.
(E) Bangor, April 9.
(A) Bath, April 10.
(D) Bath, March 12.
(E) Bath, April 9.
(A) Calais, March 17.
(D) Calais, March 12.
(E) Calais, April 9.
(A) Houlton, March 17.
(D) Houlton, March 12.
(E) Houlton, April 9.
(A) Lewiston, April 8.
(D) Lewiston, March 12.
(E) Lewiston, April 9.
(A) Portland, April 7.
(D) Portland, March 12.
(E) Portland, April 9.

Maryland:
(B) Baltimore, March 31.
(C) Baltimore, April 22.
(D) Baltimore, March 12.
(E) Baltimore, April 9.
(A) Cumberland, March 17.
(D) Cumberland, March 12.
(E) Cumberland, April 9.
(A) Frederick, March 17.
(A) Hagerstown, March 17.
(A) Salisbury, March 17.
(D) Salisbury, March 12.
(E) Salisbury, April 9.

Massachusetts:
(B) Boston, April 7.
(C) Boston, April 22.
(D) Boston, March 12.
(E) Boston, April 9.
(A) Brockton, March 17.
(A) Fall River, March 18.
(D) Fall River, March 12.
(E) Fall River, April 9.
(D) Fitchburg, March 12.
(E) Fitchburg, April 9.
(A) Gloucester, March 17.
(A) Greenfield, March 17.

Massachusetts—Continued.
(A) Haverhill, April 12.
(A) Lawrence, March 17.
(D) Lawrence, March 12.
(E) Lawrence, April 9.
(A) Lowell, April 14.
(D) Lowell, March 12.
(E) Lowell, April 9.
(A) New Bedford, April 5.
(A) North Adams, March 17.
(A) Pittsfield, March 17.
(D) Pittsfield, March 12.
(E) Pittsfield, April 9.
(A) Salem, April 18.
(A) Springfield, March 22.
(D) Springfield, March 12.
(E) Springfield, April 9.
(A) Worcester, March 20.
(D) Worcester, March 12.
(E) Worcester, April 9.

Michigan:
(D) Ann Arbor, March 12.
(E) Ann Arbor, April 9.
(A) Calumet, April 2.
(A) Detroit, March 26.
(D) Detroit, March 12.
(E) Detroit, April 9.
(A) Grand Rapids, March 20.
(D) Grand Rapids, March 12.
(E) Grand Rapids, April 9.
(A) Jackson, March 24.
(A) Kalamazoo, March 21.
(D) Lansing, March 12.
(E) Lansing, April 9.
(D) Manistee, March 12.
(E) Manistee, April 9.
(A) Marquette, April 1.
(D) Marquette, March 12.
(E) Marquette, April 9.
(A) Port Huron, March 28.
(A) Saginaw, March 29.
(D) Saginaw, March 12.
(E) Saginaw, April 9.
(A) Sault Ste. Marie, March 31.
(D) Sault Ste. Marie, March 12.
(E) Sault Ste. Marie, April 9.
(A) Traverse City, March 18.
(D) Traverse City, March 12.
(E) Traverse City, April 9.

Minnesota:
(A) Albert Lea, April 23.
(A) Austin, April 25.
(A) Bemidji, April 29.
(A) Brainerd, April 30.

Minnesota—Continued.
(A) Crookston, April 30.
(D) Crookston, March 12.
(E) Crookston, April 9.
(A) Duluth, April 28.
(D) Duluth, March 12.
(E) Duluth, April 9.
(A) Fergus Falls, May 1.
(D) Fergus Falls, March 12.
(E) Fergus Falls, April 9.
(A) Little Falls, May 1.
(A) Mankato, April 25.
(D) Mankato, March 12.
(E) Mankato, April 9.
(A) Minneapolis, April 25.
(B) St. Paul, April 7.
(C) St. Paul, April 22.
(D) St. Paul, March 12.
(E) St. Paul, April 9.
(A) Winona, April 24.

Mississippi:
(A) Columbus, March 17.
(A) Greenville, March 17.
(D) Greenville, March 12.
(E) Greenville, April 9.
(A) Gulfport, April 11.
(A) Hattiesburg, April 10.
(D) Holly Springs, March 12.
(E) Holly Springs, April 9.
(A) Jackson, April 15.
(A) Meridian, April 9.
(D) Meridian, March 12.
(E) Meridian, April 9.
(A) Tupelo, April 16.
(A) Vicksburg, March 17.
(D) Vicksburg, March 12.
(E) Vicksburg, April 9.

Missouri:
(D) Cape Girardeau, March 12.
(E) Cape Girardeau, April 9.
(D) Columbia, March 12.
(E) Columbia, April 9.
(A) Jefferson City, March 17.
(D) Jefferson City, March 12.
(E) Jefferson City, April 9.
(A) Joplin, March 18.
(A) Kansas City, March 20.
(D) Kansas City, March 12.
(E) Kansas City, April 9.
(D) Kirksville, March 12.
(E) Kirksville, April 9.
(B) Moberly, March 17.
(A) Poplar Bluff, April 3.
(D) Poplar Bluff, March 12.

Missouri—Continued.
(E) Poplar Bluff, April 9.
(A) St. Joseph, March 22.
(D) St. Joseph, March 12.
(E) St. Joseph, April 9.
(B) St. Louis, April 7.
(C) St. Louis, April 22.
(D) St. Louis, March 12.
(E) St. Louis, April 9.
(A) Springfield, March 17.
(D) Springfield, March 12.
(E) Springfield, April 9.
(D) Warrensburg, March 12.
(E) Warrensburg, April 9.

Montana:
(A) Billings, March 31.
(D) Billings, March 12.
(E) Billings, April 9.
(A) Bozeman, April 1.
(D) Bozeman, March 12.
(E) Bozeman, April 9.
(A) Butte, March 21.
(D) Butte, March 12.
(E) Butte, April 9.
(A) Glendive, March 29.
(A) Great Falls, March 24.
(D) Great Falls, March 12.
(E) Great Falls, April 9.
(A) Helena, March 22.
(D) Helena, March 12.
(E) Helena, April 9.
(A) Kalispell, March 17.
(D) Kalispell, March 12.
(E) Kalispell, April 9.
(A) Lewistown, March 26.
(A) Miles City, March 28.
(D) Miles City, March 12.
(E) Miles City, April 9.
(A) Missoula, March 20.
(D) Missoula, March 12.
(E) Missoula, April 9.

Nebraska:
(A) Alliance, March 27.
(D) Alliance, March 12.
(E) Alliance, April 9.
(A) Beatrice, April 5.
(A) Broken Bow, March 28.
(A) Fremont, April 9.
(A) Grand Island, March 29.
(D) Grand Island, March 12.
(E) Grand Island, April 9.
(A) Holdrege, March 31.
(A) Lincoln, April 4.
(D) Lincoln, March 12.

Nebraska—Continued.
(E) Lincoln, April 9.
(A) McCook, April 1.
(D) Nebraska City, March 12.
(E) Nebraska City, April 9.
(A) Norfolk, March 25.
(D) Norfolk, March 12.
(E) Norfolk, April 9.
(B) North Platte, March 17.
(D) North Platte, March 12.
(E) North Platte, April 9.
(A) Omaha, April 8.
(D) Omaha, March 12.
(E) Omaha, April 9.

Nevada:
(A) Carson City, March 17.
(D) Carson City, March 12.
(E) Carson City, April 9.
(A) Elko, April 5.
(A) Ely, March 17.
(A) Reno, April 9.
(D) Reno, March 12.
(E) Reno, April 9.

New Hampshire:
(A) Berlin, April 5.
(A) Concord, March 31.
(D) Concord, March 12.
(E) Concord, April 9.
(D) Hanover, March 12.
(E) Hanover, April 9.
(D) Keene, March 12.
(E) Keene, April 9.
(A) Manchester, April 15.
(D) Manchester, March 12.
(E) Manchester, April 9.
(A) Portsmouth, April 16.
(D) Portsmouth, March 12.
(E) Portsmouth, April 9.
(A) Woodsville, April 2.

New Jersey:
(A) Atlantic City, March 17.
(A) Camden, March 19.
(A) Newark, March 17.
(D) Newark, March 12.
(E) Newark, April 9.
(A) New Brunswick, March 21.
(A) Trenton, March 24.
(D) Trenton, March 12.
(E) Trenton, April 9.

New Mexico:
(A) Albuquerque, March 22.
(D) Albuquerque, March 12.
(E) Albuquerque, April 9.

New Mexico—Continued.
(D) East Las Vegas, March 12.
(E) East Las Vegas, April 9.
(A) Las Cruces, March 17.
(D) Las Cruces, March 12.
(E) Las Cruces, April 9.
(A) Roswell, March 17.
(D) Roswell, March 12.
(E) Roswell, April 9.
(A) Santa Fe, March 24.
(D) Santa Fe, March 12.
(E) Santa Fe, April 9.
(A) Tucumcari, March 17.

New York:
(A) Binghamton, March 19.
(D) Binghamton, March 12.
(E) Binghamton, April 9.
(A) Buffalo, March 26.
(D) Buffalo, March 12.
(E) Buffalo, April 9.
(A) Elmira, March 20.
(D) Elmira, March 12.
(E) Elmira, April 9.
(D) Ithaca, March 12.
(E) Ithaca, April 9.
(A) Jamestown, March 22.
(D) Jamestown, March 12.
(E) Jamestown, April 9.
(A) Malone, April 7.
(B) New York, April 7.
(C) New York, April 22.
New York, typewriting only, April 29.
(D) New York, March 12.
(E) New York, April 9.
(A) Ogdensburg, April 5.
(D) Ogdensburg, March 12.
(E) Ogdensburg, April 9.
(A) Olean, March 21.
(A) Oneida, March 17.
(A) Plattsburg, April 8.
(D) Plattsburg, March 12.
(E) Plattsburg, April 9.
(A) Poughkeepsie, April 15.
(D) Poughkeepsie, March 12.
(E) Poughkeepsie, April 9.
(A) Rochester, March 29.
(D) Rochester, March 12.
(E) Rochester, April 9.
(A) Syracuse, March 31.
(D) Syracuse, March 12.
(E) Syracuse, April 9.
(A) Troy, April 14.
(D) Troy, March 12.

New York—Continued.
(E) Troy, April 9.
(A) Utica, April 12.
(D) Utica, March 12.
(E) Utica, April 9.
(A) Watertown, April 1.
North Carolina:
(A) Asheville, March 17.
(D) Asheville, March 12.
(E) Asheville, April 9.
(A) Charlotte, March 21.
(D) Charlotte, March 12.
(E) Charlotte, April 9.
(D) Durham, March 12.
(E) Durham, April 9.
(A) Elizabeth City, March 17.
(D) Goldsboro, March 12.
(E) Goldsboro, April 9.
(A) Greensboro, March 19.
(D) Greensboro, March 12.
(E) Greensboro, April 9.
(A) Newbern, March 17.
(A) Raleigh, March 17.
(D) Raleigh, March 12.
(E) Raleigh, April 9.
(A) Salisbury, March 17.
(A) Wilmington, March 22.
(D) Wilmington, March 12.
(E) Wilmington, April 9.
North Dakota:
(A) Bismarck, April 30.
(D) Bismarck, March 12.
(E) Bismarck, April 9.
(B) Devils Lake, March 17.
(A) Dickinson, May 1.
(D) Dickinson, March 12.
(E) Dickinson, April 9.
(A) Fargo, April 29.
(D) Fargo, March 12.
(E) Fargo, April 9.
(A) Grand Forks, April 29.
(D) Grand Forks, March 12.
(E) Grand Forks, April 9.
(A) Minot, April 30.
(D) Minot, March 12.
(E) Minot, April 9.
(D) Pembina, March 12.
(E) Pembina, April 9.
(A) Williston, May 1.
(D) Williston, March 12.
(E) Williston, April 9.
Ohio:
(A) Canton, April 3.
(D) Canton, March 12.
Ohio—Continued.
(E) Canton, April 9.
(A) Chillicothe, March 17.
(D) Chillicothe, March 12.
(E) Chillicothe, April 9.
(B) Cincinnati, April 7.
(C) Cincinnati, April 22.
(D) Cincinnati, March 12.
(E) Cincinnati, April 9.
(A) Cleveland, April 4.
(D) Cleveland, March 12.
(E) Cleveland, April 9.
(A) Columbus, April 1.
(D) Columbus, March 12.
(E) Columbus, April 9.
(A) Dayton, March 24.
(D) Dayton, March 12.
(E) Dayton, April 9.
(A) Ironton, March 31.
(D) Ironton, March 12.
(E) Ironton, April 9.
(A) Lima, March 17.
(D) Lima, March 12.
(E) Lima, April 9.
(A) Mansfield, March 17.
(D) Mansfield, March 12.
(E) Mansfield, April 9.
(A) Marietta, March 17.
(D) Marietta, March 12.
(E) Marietta, April 9.
(A) Portsmouth, March 17.
(D) Portsmouth, March 12.
(E) Portsmouth, April 9.
(A) Sandusky, March 18.
(D) Steubenville, March 12.
(E) Steubenville, April 9.
(A) Toledo, March 19.
(D) Toledo, March 12.
(E) Toledo, April 9.
(A) Youngstown, March 17.
(D) Youngstown, March 12.
(E) Youngstown, April 9.
(A) Zanesville, April 2.
(D) Zanesville, March 12.
(E) Zanesville, April 9.
Oklahoma:
(B) Ardmore, March 17.
(D) Ardmore, March 12.
(E) Ardmore, April 9.
(A) Enid, March 27.
(D) Enid, March 12.
(E) Enid, April 9.
(A) Guthrie, March 17.
(D) Guthrie, March 12.

Oklahoma—Continued.
(E) Guthrie, April 9.
(A) McAlester, March 29.
(D) McAlester, March 12.
(E) McAlester, April 9.
(A) Muskogee, March 31.
(D) Muskogee, March 12.
(E) Muskogee, April 9.
(A) Oklahoma, March 28.
(D) Oklahoma, March 12.
(E) Oklahoma, April 9.
Oregon:
(A) Astoria, March 17.
(D) Astoria, March 12.
(E) Astoria, April 9.
(D) Baker City, March 12.
(E) Baker City, April 9.
(B) Corvallis, March 17.
(D) Corvallis, March 12.
(E) Corvallis, April 9.
(A) Eugene, April 16.
(D) Eugene, March 12.
(E) Eugene, April 9.
(A) Grants Pass, April 17.
(D) Grants Pass, March 12.
(E) Grants Pass, April 9.
(A) Pendleton, April 8.
(D) Pendleton, March 12.
(E) Pendleton, April 9.
(A) Portland, April 15.
(D) Portland, March 12.
(E) Portland, April 9.
Pennsylvania:
(A) Allentown, April 1.
(A) Altoona, April 21.
(D) Altoona, March 12.
(E) Altoona, April 9.
(A) Erie, May 7.
(A) Harrisburg, April 17.
(D) Harrisburg, March 12.
(E) Harrisburg, April 9.
(A) Lancaster, April 15.
(A) Oil City, May 9.
(B) Philadelphia, April 7.
(C) Philadelphia, April 22.
(D) Philadelphia, March 12.
(E) Philadelphia, April 9.
(A) Pittsburgh, April 28.
(D) Pittsburgh, March 12.
(E) Pittsburgh, April 9.
(A) Reading, March 29.
(A) Sharon, May 5.
(D) South Bethlehem, March 12.

Pennsylvania—Continued.
(E) South Bethlehem, April 9.
(A) Sunbury, April 10.
(A) Towanda, April 5.
(A) Uniontown, April 24.
(A) Warren, May 12.
(D) Warren, March 12.
(E) Warren, April 9.
(A) Wilkes-Barre, April 3.
(D) Wilkes-Barre, March 12.
(E) Wilkes-Barre, April 9.
(A) Williamsport, April 8.
(D) Williamsport, March 12.
(E) Williamsport, April 9.
Porto Rico:
(A) Ponce, March 26.
(A) San Juan, April 2.
(D) San Juan, March 12.
(E) San Juan, April 9.
Rhode Island:
(A) Newport, March 29.
(A) Providence, March 19.
(D) Providence, March 12.
(E) Providence, April 9.
South Carolina:
(A) Anderson, March 17.
(A) Charleston, May 9.
(D) Charleston, March 12.
(E) Charleston, April 9.
(A) Columbia, May 7.
(D) Columbia, March 12.
(E) Columbia, April 9.
(A) Greenville, May 8.
(D) Greenville, March 12.
(E) Greenville, April 9.
(A) Newberry, March 17.
(A) Orangeburg, March 17.
(A) Spartanburg, March 17.
(A) Sumter, March 17.
South Dakota:
(A) Aberdeen, March 17.
(D) Aberdeen, March 12.
(E) Aberdeen, April 9.
(A) Brookings, March 19.
(A) Deadwood, March 26.
(D) Deadwood, March 12.
(E) Deadwood, April 9.
(A) Huron, March 18.
(A) Mitchell, March 22.
(A) Pierre, March 18.
(D) Pierre, March 12.
(E) Pierre, April 9.
(A) Rapid City, March 24.

South Dakota—Continued.
(A) Sioux Falls, March 21.
(D) Sioux Falls, March 12.
(E) Sioux Falls, April 9.
(A) Watertown, March 20.
(D) Watertown, March 12.
(E) Watertown, April 9.

Tennessee:
(A) Bristol, May 1.
(D) Bristol, March 12.
(E) Bristol, April 9.
(A) Chattanooga, April 24.
(D) Chattanooga, March 12.
(E) Chattanooga, April 9.
(A) Clarksville, March 17.
(A) Columbia, March 17.
(A) Jackson, April 19.
(A) Johnson City, March 17.
(A) Knoxville, April 29.
(D) Knoxville, March 12.
(E) Knoxville, April 9.
(A) Memphis, April 18.
(D) Memphis, March 12.
(E) Memphis, April 9.
(A) Nashville, April 22.
(D) Nashville, March 12.
(E) Nashville, April 9.

Texas:
(A) Amarillo, April 2.
(D) Amarillo, March 12.
(E) Amarillo, April 9.
(A) Austin, March 26.
(D) Austin, March 12.
(E) Austin, April 9.
(A) Beaumont, March 17.
(A) Brownsville, March 17.
(D) Brownsville, March 12.
(E) Brownsville, April 9.
(A) Dallas, March 28.
(D) Dallas, March 12.
(E) Dallas, April 9.
(A) El Paso, April 4.
(D) El Paso, March 12.
(E) El Paso, April 9.
(A) Greenville, March 29.
(A) Houston, April 11.
(D) Houston, March 12.
(E) Houston, April 9.
(A) Laredo, April 9.
(A) San Antonio, April 8.
(D) San Antonio, March 12.
(E) San Antonio, April 9.
(A) Tyler, March 24.
(B) Waco, March 17.

Texas—Continued.
(D) Waco, March 12.
(E) Waco, April 9.
(A) Wichita Falls, March 31.

Utah:
(A) Logan, April 3.
(D) Logan, March 12.
(E) Logan, April 9.
(A) Ogden, April 4.
(A) Provo, March 17.
(D) Provo, March 12.
(E) Provo, April 9.
(A) Salt Lake City, April 2.
(D) Salt Lake City, March 12.
(E) Salt Lake City, April 9.

Vermont:
(A) Bellows Falls, March 17.
(A) Burlington, April 4.
(D) Burlington, March 12.
(E) Burlington, April 9
(A) Montpelier, April 3.
(D) Montpelier, March 12.
(E) Montpelier, April 9.
(A) Newport, March 17.
(A) Rutland, March 17.
(D) Rutland, March 12.
(E) Rutland, April 9.
(B) St. Albans, March 17.
(A) St. Johnsbury, April 5.
(D) St. Johnsbury, March 12.
(E) St. Johnsbury, April 9.

Virginia:
(A) Abingdon, March 17.
(B) Alexandria, March 31.
(C) Alexandria, April 22.
(D) Alexandria, March 12.
(E) Alexandria, April 9.
(A) Charlottesville, March 26.
(D) Charlottesville, March 12.
(E) Charlottesville, April 9.
(A) Harrisonburg, March 17.
(A) Lynchburg, March 27.
(D) Lynchburg, March 12.
(E) Lynchburg, April 9.
(A) Newport News, March 17.
(A) Norfolk, March 24.
(D) Norfolk, March 12.
(E) Norfolk, April 9.
(A) Richmond, March 25.
(D) Richmond, March 12.
(E) Richmond, April 9.
(A) Roanoke, March 29.
(D) Roanoke, March 12.
(E) Roanoke, April 9.
(D) Staunton, March 12.
(E) Staunton, April 9.

Washington:
(A) Bellingham, March 17.
(D) Bellingham, March 12.
(E) Bellingham, April 9.
(A) North Yakima, March 17.
(D) North Yakima, March 12.
(E) North Yakima, April 9.
(D) Port Townsend, March 12.
(E) Port Townsend, April 9.
(D) Pullman, March 12.
(E) Pullman, April 9.
(B) Seattle, April 7.
(C) Seattle, April 22.
(D) Seattle, March 12.
(E) Seattle, April 9.
(A) Spokane, March 19.
(D) Spokane, March 12.
(E) Spokane, April 9.
(A) Tacoma, April 19.
(D) Tacoma, March 12.
(E) Tacoma, April 9.
(A) Vancouver, April 14.
(D) Vancouver, March 12.
(E) Vancouver, April 9.
(A) Walla Walla, April 9.
(D) Walla Walla, March 12.
(E) Walla Walla, April 9.

West Virginia:
(A) Bluefield, March 31.
(A) Charleston, April 2.
(D) Charleston, March 12.
(E) Charleston, April 9.
(A) Clarksburg, March 17.
(A) Elkins, April 5.
(A) Fairmont, March 17.
(D) Fairmont, March 12.
(E) Fairmont, April 9.
(A) Grafton, March 17.
(A) Huntington, March 17.
(D) Huntington, March 12.
(E) Huntington, April 9.
(A) Martinsburg, March 17.
(D) Martinsburg, March 12.
(E) Martinsburg, April 9.
(A) Parkersburg, March 17.
(D) Parkersburg, March 12.

West Virginia—Continued.
(E) Parkersburg, April 9.
(A) Wheeling, April 3.
(D) Wheeling, March 12.
(E) Wheeling, April 9.

Wisconsin:
(D) Appleton, March 12.
(E) Appleton, April 9.
(D) Ashland, March 12.
(E) Ashland, April 9.
(A) Chippewa Falls, April 4.
(D) Chippewa Falls, March 12.
(E) Chippewa Falls, April 9.
(A) Green Bay, April 9.
(A) La Crosse, April 7.
(D) La Crosse, March 12.
(E) La Crosse, April 9.
(A) Madison, April 12.
(D) Madison, March 12.
(E) Madison, April 9.
(D) Marinette, March 12.
(E) Marinette, April 9.
(A) Milwaukee, April 11.
(D) Milwaukee, March 12.
(E) Milwaukee, April 9.
(A) Oshkosh, April 10.
(A) Superior, April 3.
(A) Wausau, April 8.
(D) Wausau, March 12.
(E) Wausau, April 9.

Wyoming:
(A) Cheyenne, March 17.
(D) Cheyenne, March 12.
(E) Cheyenne, April 9.
(A) Evanston, March 17.
(D) Evanston, March 12.
(E) Evanston, April 9.
(D) Laramie, March 12.
(E) Laramie, April 9.
(A) Rawlins, March 17.
(D) Rock Springs, March 12.
(E) Rock Springs, April 9.
(A) Sheridan, March 17.
(D) Sheridan, March 12.
(E) Sheridan, April 9.

INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.

Sec. 3. How to proceed to secure an examination.—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for blanks and for other information. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and this office. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which under the civil-service law and rules must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The time of filing application sometimes determines the order of certification of eligibles, as when two eligibles have the same average the one whose application is filed in complete form first is certified before the other.

The commission will close the receipt of applications when, in its judgment, a sufficient number have been received for any examination, and applications should therefore be sent to the commission without delay. (See sec. 30.)

A large number of communications are received by the commission in which the writers fail to give their full post-office addresses, and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses (street and number) given in full. A number of applications fail to reach the commission on account of applicants not attaching sufficient postage to their letters. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.

All examination papers are shipped direct from the commission to the place of examination. Applicants for examinations west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the date of the examinations, so that arrangements may be made to examine them. This does not apply to examinations applications for which are filed with the district secretaries.

Sec. 4. Physical condition of applicants.—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; blindness; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render the person unfit to perform the duties of the position for which the examination is held.

The attention of the appointing officer is always called to the physical defects of persons whose names are certified. When there is a serious disqualification and objection is made by the appointing officer, it is sustained by the commission. It

is also optional with the appointing officer to select any one of the three persons whose names may be certified, and persons with serious physical defects are rarely appointed.

The President on April 7, 1909, issued the following order in regard to the admission of deaf mutes to civil-service examinations:

"Deaf mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf mutes as they are reached in their order."

Form 1786 containing a list of examinations to which deaf mutes will be admitted will be sent upon request.

Sec. 5. Persons who shall not be examined.—No person is eligible to an examination—

(*a*) Who is not a citizen of or does not owe allegiance to the United States.

(*b*) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.

(*c*) Who is physically disqualified for the service which he seeks. (See sec. 4.)

(*d*) Who is addicted to the habitual use of intoxicating beverages to excess.

(*e*) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.

(*f*) Who is enlisted in the United States Army or Navy, and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively.

(*g*) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.

(*h*) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

(*i*) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(*j*) Who has been dishonorably discharged from the Army or the Navy.

Sec. 6. Each examination complete. Sample questions.—Each examination is complete in itself and all subjects in an examination must be taken. No other sample questions than those given in this Manual, of examinations described herein, can be furnished.

Sec. 7. Examination of persons holding classified positions.—A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment to the service until after three years from the date of appointment, with the following exceptions:

(*a*) The three-year limitation shall not apply to any person who has been appointed and who desires to be examined for the same position in another of the four branches of the service (departmental, field, Philippine, and Isthmian Canal).

(*b*) The three-year limitation shall not apply to any person who is to be dismissed from the service within the three years on account of necessary reduction of force

and who has not been examined within approximately one year from the date of the examination to which such person seeks entrance.

(*c*) The three-year limitation shall not apply to any person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(*d*) The three-year limitation shall not apply to any person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.

It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

Sec. 8. Examination of persons holding unclassified positions on the Isthmus of Panama.—Any citizen of the United States in the employ of the Federal Government or the Panama Railroad Company on the Isthmus of Panama in an unclassified status will be permitted to take an examination for the apportioned departmental service in Washington, D. C., in his home State at such time as he may be in such State on vacation. If he passes the examination his name will be entered upon the appropriate register, together with those examined in the open competitive examination of the same kind nearest in point of time to the date of his examination. To avail himself of the privilege extended by this regulation, an employee affected thereby must duly file the necessary application with the United States Civil Service Commission, Washington, D. C., and in connection therewith establish domicile in the State claimed for at least one year immediately preceding, as required by the statute, but his employment by the Federal Government or the Panama Railroad Company on the Isthmus will be held not to vitiate his claim to domicile in the State in which he was actually domiciled immediately preceding such employment on the Isthmus.

Sec. 9. Instruction of applicants for civil-service examinations by Government employees.—The President on October 13, 1905, issued the following order:

"No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

On December 23, 1910, the President issued a similar order in regard to the instruction of applicants for the examinations held by the Department of State for the Diplomatic and Consular Services.

Sec. 10. Applications in ink and English language.—All applications must be in ink and in the English language.

Sec. 11. Age limitations.—When age limitations are prescribed an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. These limitations, however, do not apply to applicants allowed preference in appointment under section 1754, Revised Statutes. (See sec. 269, this Manual.)

Sec. 12. Age of appointees.—The average age of appointees is 28 years. Appointing officers as a rule select the younger eligibles certified when they are found to possess the necessary qualifications.

Sec. 13. What applications accepted.—No applications will be accepted for any examinations except those mentioned in section 1, unless otherwise stated under descriptions of examinations or in special announcements. An application filed for one semiannual series of examinations or for a special examination will not be good for any other examination, whether the applicant be examined or not.

Sec. 14. Dates of applications.—An application which is dated, or the certificates or vouchers of which are dated, more than six months prior to its receipt by the commission will not be accepted.

Sec. 15. Recommendations.—No recommendations other than those called for by the commission will be considered.

Sec. 16. Citizenship.—All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways:

(*a*) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(*b*) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(*c*) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(*d*) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of the husband's birth.

(*e*) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (*b*) above.

(*f*) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with proper court, as provided by section 2166, Revised Statutes.

(*g*) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with proper court as provided by 28 Statutes at Large, page 124.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy of the same should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the commission, it is not necessary to file such proof again, but in subsequent applications he should state the kind, date, and place of examination in connection with which proof of citizenship was submitted.

Sec. 17. Residence.—Every applicant must make oath in his application to the place of his actual bona fide residence, which must be shown continuously to the exact date of the application, and for the apportioned Departmental Service at Washington, D. C., his statement must be corroborated by the officer's certificate, as required on the application. In the case of persons already holding permanent places in the apportioned service in the executive departments at Washington the county officer's certificate is not required. Such persons should show on their applications, opposite the county officer's certificate, that they are so employed. An act of Congress provides that all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicant resides, and that no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. In an opinion the Attorney General held that this proviso applied only to the apportioned Departmental Service in Washington, D. C. Persons in the apportioned Departmental Service may be examined at any place at which the examination desired by them is held, regardless of their residence. All other persons desiring appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the States of which they are residents.

Applicants for the Field, Isthmian Canal, and Philippine Services may be examined at any place at which the examination is held, regardless of their residence.

A married woman can have no other residence than that of her husband.

A woman separated from her husband may, for the purpose of filing an application for examination, claim residence other than that of her husband, but she must furnish a sworn statement, on Form 1643, of the facts on which her right to a separate residence is based. The commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of the parents or guardians.

Sec. 18. Applicant for more than one examination.—A person may at the same time be an applicant for as many different examinations mentioned in section 1 as desired upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date unless otherwise stated under "Descriptions of Examinations." Where more than one examination held during the same series is desired, only one application, *duly executed*, will be required for one of the examinations, and a *copy* of the duly executed application may be filed for each of the other examinations desired requiring the same form of application. Such copy must include the jurat, vouchers, and other executed parts of the original application, must be in the handwriting of the applicant and be accompanied by a statement showing the kind, date, and place of the examination for which the original was filed. Copies can not be made after filing the original. Should it be desired to take examinations held during different semiannual series, or special examinations held on different dates, a separate application, duly executed and in complete form, will be required for each examination. Whenever an original application is required for an examination it must be complete in every particular.

Sec. 19. To change place, date, or kind of examination.—A person who has applied for an examination mentioned in section 1, and who desires to change the place and date given in his application to any other scheduled place and date in the State of which he is a bona fide resident mentioned in section 2, may have such change made upon written request. No arrangements can be made to give an examination on a date or at a place other than as scheduled.

A person who has filed an application for an examination mentioned in section 1, and who afterwards desires to change the application for another kind of examination mentioned in the same section to which he is eligible, may have such change made upon written request, provided the application form required for the examina-

tion first requested is the same form required for the examination to which the change is desired to be made.

All requests for changes must be received by the commission in sufficient time to arrange for the examination desired.

No applicant for examination will be allowed to change the designation of the position for which he applies after the date of closing the receipt of applications.

Sec. 20. Applications which are disapproved.—All applications which show the applicants to be ineligible for the examinations which they seek will be disapproved and retained in the files of the commission.

Sec. 21. Applications part of commission's records.—Applications and all examination papers of competitors form part of the official records of the commission, and can not be returned to the applicants or competitors. Exhibits consisting of photographs, drawings, specimens of work, publications, or other material of a similar nature required in connection with certain examinations will be returned to competitors who are ineligible, to eligibles upon the expiration of the term of eligibility, and to appointees, upon request. Eligibles should not request the return of such material until the expiration of the term of eligibility, or until appointment is received.

Sec. 22. What applicants should bring to examination room.—Applicants must provide themselves in all examinations with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants for the architectural draftsman examination will be allowed to bring tracing paper for use in that examination. Five-place logarithmic tables will be furnished in all examinations where logarithmic tables are required. Handbooks and books of reference are not permitted in examinations unless specifically so stated on the examination sheets. Applicants for the stenographer and typewriter, bookkeeper, draftsman, or other examinations requiring the use of machines or implements, must furnish such machines or implements for use in the examination room. Typewriting machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take. Applicants for the typewriter or the stenographer and typewriter examination must provide typewriter stands or tables unless they are willing to use the regular desks or tables provided in the examination room.

Sec. 23. Caution against haste and carelessness.—Many applicants fail to properly execute their applications, or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in completing the application to see that every requirement has been fully complied with. In the examinations, while competitors must complete their work within a prescribed time, it is ample for the careful consideration of every question given. Applicants should be careful to see whether any questions are printed on the back of the examination sheet.

Sec. 24. False statements in application.—Under sections 5392, 5418, and 5479, Revised Statutes of the United States, any false statement in an application, alteration of a voucher or certificate, or the presentation to the commission of any such paper, is a violation of the law. A number of persons guilty under the statutes mentioned have been convicted. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statutes.

Sec. 25. Reexamination.—A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. This does not apply to a person who has been examined for the Field, Isthmian Canal, or Philippine Service and who desires examination for the Departmental Service, or vice versa. A person who has been notified of failure to pass in an examination may, upon filing a new appli-

cation in due time, enter the next examination when held. Reexamination other than that named above will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

When an eligible is again examined for the same register, an eligible average percentage attained in reexamination will cancel the former eligibility. If an eligible average percentage is not attained on the reexamination the former eligibility will not be affected. Reexamination will not be allowed during the same series of examinations as that of the original examination.

A person who is not eligible as both stenographer and typewriter, but whose name is on either register for the Departmental or Field Service may be again examined in the subjects of the other examination upon filing a new application, on any of the dates or at any of the places in the schedule, subject to the limitations as to residence and domicile indicated in section 17, if the examination is for the Departmental Service. (See secs. 7 and 220.)

In case of reexamination all subjects of the examination must be taken.

Sec. 26. Transfer.—The initiative in a transfer rests with the head of the department to which transfer is sought, and the authority of the commission is limited to determining the eligibility of the person for transfer upon the receipt of a requisition from the head of the department. The commission does not keep any register of persons eligible for transfer, and can not undertake to express an opinion in regard to the eligibility of any person for transfer, or to state whether an examination will be required, until it is in possession of all the facts in the case, presented by the head of the department. A person already in the service may take an open competitive examination for original appointment to any other position than the one he is occupying, and of a kind different from that which resulted in his appointment to the service, on the same basis as one outside of the service.

The legislative, executive, and judicial appropriation bill, approved June 22, 1906, provides that it shall not be lawful thereafter for any clerk or other employee in the classified service in any of the executive departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred.

Sec. 27. Reinstatement.—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but this limitation does not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an army nurse of either war.

The initiative in reinstatement rests with the head of the department in which the person formerly served, and the authority of the commission is limited to determining the eligibility of the person for reinstatement upon receipt of requisition for the reinstatement from the head of the department. Therefore no register of persons eligible for reinstatement is kept. A person seeking reinstatement should address his request through proper channels to the head of the department from which he was separated. The commission can not undertake to express an opinion in regard to the eligibility of any person for reinstatement, or to state whether an examination will be necessary, until it is in possession of all the facts in the case, presented through the head of the department.

Sec. 28. Removal and reduction.—The post-office appropriation act, approved August 24, 1912, provides:

"That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however*, That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof, shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or Member thereof, shall not be denied or interfered with."

Sec. 29. Working hours, leave of absence, sick leave.—The law requires of all clerks and other employees of whatever grade or class in the executive departments at Washington, D. C., not less than seven hours of labor each day except Sundays and days declared public holidays by law or Executive order. These hours, now fixed at from 9 a. m. to 4.30 p. m. (including one-half hour for lunch at midday), may be extended by the head of an office if in his judgment the public business demands such action. Overtime is without extra compensation. Thirty days' annual leave, and in meritorious cases thirty days' sick leave, with pay, are allowed in the discretion of the head of a department. Inquiries relative to the duties of various positions, salaries, etc., should be made of the head of the department or office in which employment is desired, unless such information is contained in the printed matter furnished by the commission.

Sec. 30. Training and experience.—In certain examinations in which training and experience constitute 10 per cent or more of the examination applications must be filed with the commission in complete form at least 10 days in advance of the examination to permit of their being rated on this subject so that the commission may notify applicants whether they are entitled to be admitted to the examination.

If the subject constitutes 25 per cent or more of the examination, applicants must have had sufficient training and experience to entitle them to a rating of 70 or more in this subject or they will not be admitted to the examination; if the subject constitutes less than 25 per cent of the examination, they will be admitted if they attain a rating of 60 or more. In the description of the examinations to which this requirement applies reference is made to this section.

For admission to certain examinations applicants are required to show in their applications that they are qualified in training and experience as indicated below under (*a*) or (*b*).

(*a*) Graduates from reputable technical schools. An institution which fulfills the following requirements is regarded as a reputable technical school: Any technical

school which is empowered to grant degrees and whose course covers not less than three years, each school year extending over not less than eight months. This applies to all branches of engineering and architecture.

(*b*) Applicants who present prima facie evidence of having acquired a sufficient knowledge of mathematics, mechanics, and the physical sciences, but have not obtained a degree as above specified, and who have not less than three years' practical experience, will be placed on the same footing as those who comply with specifications in (*a*).

(*c*) Applicants who fail to comply with the specifications set forth in (*a*) and (*b*) will not be admitted to any examination requiring first-class elementary training, but will be admitted to all other examinations for which their experience fits them provided their experience is satisfactory in the judgment of the commission.

Sec. 31. Two or more members of family in public service.—The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application not to have more than one member of his family employed in the service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

Sec. 32. Entrance salaries and conditions of employment at Indian schools.—The employees at Indian schools appointed from the eligible registers of the commission usually comprise the following: Physician, teacher, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, farmer, shoemaker, carpenter or general mechanic, tailor, engineer, and such other special employees as may be designated.

The object of the schools is to prepare the Indian youth for the duties, privileges, and responsibilities of American citizenship by training them in the industrial arts and developing their moral and intellectual faculties. The conditions of life at these schools differ from ordinary school or home life in that most of the schools are located at points remote from large cities, although usually within reasonable distance from the smaller towns. For this reason employees must look to themselves and to their co-workers for the means of recreation, but the Indian Office cooperates with employees in every way possible to provide means for social pleasure. Employees are desired who are interested in their work and who are willing to devote their whole time to the duties of their positions, and when emergencies arise to cheerfully render such services as may be required in addition to the duties usually attached to their positions. The duties include instruction in the particular line of work upon which the employee is engaged.

The usual entrance salaries are as follows: Physician, $900 to $1,100 per annum; teacher (boarding school), $540 to $600 per annum; manual-training teacher, $600 per annum; matron or seamstress, $480 to $600 per annum; nurse, $600 to $660 per annum; farmer or industrial teacher, $720 to $900 per annum; cook or baker, $500

per annum; laundress, $500 per annum; shoemaker, $600 per annum; carpenter or general mechanic, $720 to $900 per annum; tailor, $600 to $720 per annum; engineer, $600 to $900 per annum. The higher-salaried positions are usually filled by promotion.

Day-school teachers are usually paid $72 per month for ten months in the year, although at a few of the schools the entrance salary is $60 per month for ten months in the year. At the day schools a housekeeper is also appointed at $30 per month for ten months in the year, who may be the wife of the teacher.

Each applicant is required to furnish with his application a medical certificate showing him to be in good health and free from tuberculosis in any and every form. No person will be appointed who is unable to speak the English language.

Quarters are usually provided for the employees and are assigned by the superintendent of the school, but at some of the schools the accommodations are limited and two or more persons must occupy one room, so that employees with families may be required to content themselves with space accordingly. Some of the day schools are not located at the headquarters of the agency, and in these quarters may be provided for the teacher.

At each boarding school there is a common "mess" for all employees, the cost of which to each employee ranges, at the different schools, from $10 to $15 per month. It will thus be seen that while the entrance salaries for positions in the Indian School Service are somewhat less than salaries paid for like positions elsewhere, the cost of living is considerably less, so that the actual compensation is greater than that indicated by the entrance salaries attached to the positions.

Leave of absence with pay may be granted in the discretion of the Commissioner of Indian Affairs, not to exceed 30 days in any calendar year, and is usually granted during the school vacation.

The minimum age limitation for dairyman, farmer, farmer with knowledge of irrigation, gardener, physician, and industrial teacher (male) is 21 years; for industrial teacher (female), matron and seamstress, 24 years; for bookkeeper clerk, stenographer and typewriter, 18 years; for all other positions, 20 years. The maximum age limitation, unless otherwise stated under description of examination, is 50 years.

Appointees will be required to pay their own traveling expenses to the places where they are to be employed, and the salary begins on the day an employee enters upon duty at the school. The department can not advance money to pay the expenses of an appointee to his place of employment.

The duties of employees in the Indian School Service are of such a character as to require perfect physical health. No applicant who is encumbered with the care of infants or invalids, or is in any way hampered in giving to the Government his full time and best service, should enter the Indian Service.

The Indian Office prefers not to appoint persons who have children or other dependents who would have to live with them at the agency or school, although at some schools there are sufficient quarters to accommodate children of employees, and such applicants for appointment who will find it necessary to have families with them at the school will be assigned to these places, provided it appears that the children will not hinder the employee in the performance of his duties. Each applicant must attach to his application a statement showing the number in his family and the number that will require accommodations at the Indian school or agency in case the applicant receives appointment. Vacancies in clerical and mechanical trades positions will be filled from the registers established for the departmental service.

Sec. 33. Information concerning conditions of employment in the competitive classified service under the Isthmian Canal Commission.—Persons examined for positions on the Isthmus will not be eligible for appointment, as a result of such examination, to positions in the United States or in the Philippine Service. For the further information of applicants and others, the following statement is published relative to

conditions of employment on the Isthmus of Panama under civil-service rules by the Isthmian Canal Commission:

AGE LIMITS.—The age limits for all positions on the Isthmus of Panama under the control of the Isthmian Canal Commission and subject to civil-service examinations are 20 to 45 years, except trained nurse and timekeeper, the limits for which are 20 to 40 years, and physician, the limits for which are 21 to 40 years.

EMPLOYEES WHOSE SALARIES ARE FIXED ON A MONTHLY OR ANNUAL BASIS, AND IN UNITED STATES CURRENCY.—The salaries of such employees begin upon the date of embarkation at port of departure from the United States. They will be required to pay all expenses of the journey to the port of departure, which expenses will not be refunded, but they will be granted free transportation from that port to the point of destination, which will include meals on the steamer.

All employees are provided with bachelor quarters free of charge immediately upon arrival on the Isthmus. Cooking is not allowed in bachelor quarters.

Such employees, unaccustomed to a tropical climate, may be granted, in the discretion of the head of the department in which employed, with the approval of the chairman, not to exceed six weeks' leave of absence with pay for each twelve months' service. An employee may defer this leave until his service is terminated, and if he serves twenty-two months continuously he may be granted not to exceed eighty-four days' leave with pay, provided his resignation is accepted to take effect at the expiration of such leave, or that he is to be discharged on account of reduction of force. Such employee who has deferred his leave and who is discharged on account of reduction of force may be granted, in addition to forty-two days' leave of absence with pay, three and one-half days' cumulative leave for each month's actual service, in excess of twelve months to a total of not more than eighty-four days. If such leave is granted, an employee will be entitled to the Government rate each way on the steamers of the Panama Railroad Steamship Company operating between New York and Cristobal, which rate at the present time is $30 for each adult. This grant of leave of absence is not to be considered a vested right, but is made to promote the welfare and interests of the service, and compensation for the period of leave will not be paid until the first pay period after the employee returns to the Isthmus and reports for duty, unless he has become separated from the service in the manner above outlined.

In the event of illness, an employee may be granted, upon the certificate of an authorized physician of the health department in the Canal Zone of his disability for work, and in the discretion of the head of the department in which employed, sick leave with pay, in addition to such other leave of absence as may be granted to him, such sick leave with pay continuing during disability, not to exceed fifteen days for each period of six months' continuous service. Such leave of absence on account of illness shall not be cumulative for more than thirty days.

Employees whose salaries are fixed on a monthly or annual basis will receive no extra pay for overtime work required of them.

MEDICAL ATTENDANCE.—Free medical and hospital attendance in case of illness is provided.

RETURN TRANSPORTATION.—Free transportation is provided to a port of the United States upon the termination, by or at the instance of the Isthmian Canal Commission, of satisfactory service, the character and length of such service to be determined by the head of the department in which employed.

TRANSPORTATION OF FAMILIES.—Members of the immediate families of employees will, upon request, when the exigencies of the steamship service permit, be granted the Government rate between New York and Colon on the steamers of the Panama Railroad Steamship Company. This rate at the present time is $30 for each adult. No charge will be made for children under 6 years of age, and half rates will be charged for children between the ages of 6 and 12 years. Employees will not be per-

mitted to take their families to the Isthmus until they have gone there first and secured quarters for them. The Isthmian Canal Commission does not obligate itself to furnish married or family quarters.

ASSIGNMENT OF DUTIES.—The assignment of duties is vested in the head of the department in which employed, and employees are expected to perform such duties as may be assigned them by competent authority. Services must be satisfactory to the head of such department.

SALARY.—The usual entrance salary for stenographers and typewriters on the Isthmus is $1,500 per annum; for clerks, $1,200 per annum.

PHOTOGRAPHS REQUIRED OF APPLICANTS.—Each applicant for the Isthmian Canal Service will be required to submit to the examiner, on the day he is examined, a photograph of himself, taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. An unmounted photograph is preferred. The date, place, and kind of examination, the examination number, the competitor's name, and the year in which the photograph was taken should be indicated on the photograph. Persons appointed will be expected to proceed promptly to the Isthmus of Panama when tendered employment by the Isthmian Canal Commission.

PHYSICAL CONDITION OF APPOINTEES.—The medical certificate is required in applications for this service. All appointees in this service are required to be physically sound and in good health. Eligibles selected for appointment will be subjected to a rigid physical examination at the port of departure by a physician in the employ of the Isthmian Canal Commission, or by one of the commission's physicians stationed at a number of the large cities throughout the United States who may be nearest or most conveniently reached from the appointee's home, the examination being free of charge. No appointee will be allowed to proceed to the Isthmus unless such examination shows him to be physically fit for duty in the Isthmian service. In case of rejection it will be necessary for the appointee to return to his home at his own expense.

Such diseases as rupture, *in any form*, piles, weak lungs or heart, venereal diseases of all kinds, aggravated varicocele and varicose veins, epilepsy, chronic alcoholism, deformed limbs, loss of fingers, defective eyesight and hearing (especially in railroad men), and other serious bodily defects, will be grounds for rejection. Persons who have slight defects in eyesight corrected by glasses should wear their glasses when presenting themselves for this examination.

POSITIONS ON THE ISTHMUS.—All inquiries concerning examinations for competitive positions—clerk (all kinds, including timekeeper), bookkeeper, stenographer and typewriter, surgeon, physician, interne, trained nurse, and draftsman under the Isthmian Canal Commission—should be addressed to the United States Civil Service Commission, Washington, D. C. Inquiries relating to other positions on the Isthmus of Panama should be addressed to the Isthmian Canal Commission, Washington, D. C. Persons residing on the Isthmus may obtain information concerning all positions by addressing the secretary of the board of civil service examiners, Culebra, Canal Zone.

SEC. 34. Information relative to employment in the Philippine civil service.

OPPORTUNITIES.—The civil service of the Philippine Islands offers excellent opportunities to qualified persons, both in the matter of salary and promotion. Under the operation of the civil-service law promotions may be made on the basis of merit from the lowest to the highest positions, and the records of that service indicate that qualified appointees have been rapidly advanced.

AGE LIMITS.—The age limits for the service are 18 to 40 years, unless otherwise expressly stated under description of examination.

PHOTOGRAPHS AND MEDICAL EXAMINATION REQUIRED.—Each applicant for the Philippine service will be required to submit to the examiner, on the day he is examined,

a photograph of himself, taken not more than two years ago, which will be filed with his examination papers as a means of identification in case he receives appointment. An unmounted photograph is preferred. The date, place, and kind of examination, the examination number, the competitor's name, and the year in which the photograph was taken should be indicated on the photograph.

The medical certificate in Form 2 must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of $2, to be paid by the applicant. The medical officer should indicate his rank or official designation on such certificate. When it is impracticable by reason of the applicant's distance from a Government physician or a pension-examining surgeon to have the certificate executed by such a physician, it may be executed by any reputable physician. Such a person may be required to undergo another physical examination in case of appointment. *This certificate must not be executed by the family physician of the applicant.*

TRANSFERS.—Under the Federal civil-service rules, employees who have regularly served for three years in the Philippine civil service are eligible for transfer to similar positions in the Federal service. A person separated after three years' service without delinquency or misconduct may be reinstated for purpose of transfer, if no objection is raised by the Philippine authorities, at any time during his eligibility for reinstatement.

CLOTHING.—Americans usually dress in white drill suits. Those who go to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in that climate. Serviceable white cotton drill suits are made to order in Manila for about $3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

MEDICAL ATTENDANCE.—At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the first-class wards of which civil-service employees are admitted at a charge of $1.50 a day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay $3 per diem for room without bath and $5 for room with bath.

LEAVE OF ABSENCE.—1. Regularly and permanently appointed officers and employees (excepting teachers), after at least two years' continuous, faithful, and satisfactory service, are granted—subject to the necessities of the public service—accrued leave of absence with full pay, inclusive of Sundays and legal holidays, for each year of service in accordance with the following schedule: Annual salary $600 to $900 with board and quarters, or annual salary of from $900 to $1,800, 30 days; annual salary $1,800 or more, 35 days. Leave accrues while on duly authorized leave. 2. Persons in the teaching service shall not be granted leave in accordance with the foregoing schedule, but in lieu may be granted leave on full pay during vacation periods. 3. An employee who has served three years or more may be granted permission to visit the United States, entitling him to half pay for 60 days in addition to the period of leave granted.

In addition to the leave mentioned, an employee, other than a teacher, who has served six months or longer and receives a salary less than $1,000 may be granted 21 days' vacation leave, and an employee receiving $1,000 or more or a trained nurse may be granted 28 days' vacation leave, such leave being in lieu of "sick leave." Absence of teachers, due to sickness, may be offset by their remaining on duty for an equal period during vacations.

CONTRACT AND TRANSPORTATION.—A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the

place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

There is no provision for the allowance of return transportation.

He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands; otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Governor General or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

MISCELLANEOUS INFORMATION.—No examinations are held and no appointments are made in the United States to fill ordinary clerical positions in the post-office, custom-house, and internal-revenue services and in trades positions in the Philippines. Thus far no difficulty has been experienced in filling such positions through the appointment of Filipinos and of Americans residing in the Philippine Islands. It is useless for persons in the United States to seek appointment to positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with special qualifications such as those of a stenographer and typewriter, agricultural inspector, forester, etc.

Examinations for trades positions in the Bureau of Printing of the Government of the Philippine Islands are held only as the needs of the service require. This service requires men of all-round proficiency. They are designated "craftsmen instructors," and must possess ability to instruct Filipinos in all the specialties of the various trades, and besides must have executive ability. Only exceptionally well-qualified men will be considered.

Applications for information concerning examinations for the Philippine service should be addressed to the Civil Service Commission, Washington, D. C.

After a person has passed an examination for the Philippine service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such eligibles should keep that bureau advised as to any changes occurring in their post-office and telegraphic addresses.

Sec. 35. Civil-service districts.—The Commission has established twelve civil-service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(*a*) Positions in classified post offices (except that of rural carrier), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, and Assistant Custodian and Janitor Service.

(*b*) The following positions in field branches of all services (including the Forest, Immigration, Indian, Lighthouse, Marine-Hospital, and Steamboat-Inspection Services; the Engineer and Ordnance Departments at Large; the Quartermaster Corps; the Weather Bureau and the Bureaus of Animal Industry, Mines, and Standards; navy yards, etc.):

Bookkeeper.
Clerical.
Minor clerical.
Subclerical.
Stenographer.
Typewriter.
Stenographer and typewriter.
Telephone operator.
Elevator conductor.
Messenger boy.
Mechanical trades and similar noneducational positions (except Indian Service and services for which regulations provide otherwise).
Unskilled laborer (where labor regulations are in force).

(*c*) The following positions in certain field branches of the service:

Field clerk, Reclamation Service.
Forest clerk and computing clerk, Forest Service.
Junior laboratory helper, Bureau of Standards.
Matron, matron-interpreter, and guard, Immigration Service.
Mechanical draftsman, Bureau of Mines.
Law clerk-stenographer-typewriter, and office deputy United States marshal, Department of Justice.
Magazine attendant, draftsman, laboratorian, and sub-inspector, Navy Yard Service.
Mechanician, Medical Supply Depots.
Mechanical-apprentice draftsman, and copyist draftsman, Engineer Department at Large.
Mechanical draftsman, apprentice draftsman, and apprentice, Ordnance Department at Large.
Forage master and seamstress, Quartermaster Corps.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a district secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the secretary of the board of examiners at the headquarters of the civil-service district in which employment is desired. The location of each headquarters is shown below.

The districts are as follows:

First district.—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second district.—Headquarters, New York, N. Y.: New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union in the State of New Jersey.

Third district.—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

Fourth district.—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

Fifth district.—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

Seventh district.—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry,

Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, Lasalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.

Eighth district.—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

Tenth district.—Headquarters, New Orleans, La.: Louisiana and Texas.

Eleventh district.—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, and Washington.

Twelfth district.—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The Commission is represented in Alaska by the Secretary, Board of Civil-Service Examiners, Customhouse, Juneau; in Hawaii, by the Secretary, Board of Civil-Service Examiners, Customhouse, Honolulu; in Porto Rico, by the Chairman, Porto Rican Civil Service Commission, San Juan.

DESCRIPTIONS OF EXAMINATIONS.

NOTE.—Specimen questions of examinations are not given in this Manual except in connection with the grade subjects and the bookkeeper, stenographer and typewriter examinations. In lieu of specimen questions heretofore printed of other examinations, especially technical ones, brief but definite descriptions are given, as far as practicable, of the scope of the different subjects. It is believed that these descriptions will furnish more satisfactory information relative to the character of the examinations than the former method of printing specimen questions, which it was found in many cases were misconstrued by applicants who endeavored to make preparation for examinations along the limited lines of the particular questions furnished without regard to the general scope covered by the subjects of the examinations. Except for scientific assistant Department of Agriculture (see sec. 211), no sample examination sheets or other specimen questions than those given in this Manual, of examinations described herein, can be furnished.

Sec. 36. Preliminary instructions to competitors.—At the beginning of every examination each competitor is given a preliminary sheet containing the following instructions. Other special instructions may be included. All instructions should be carefully read and followed.

Your examination number will be found on the upper right-hand corner of the declaration sheet which will be given you. Write this number in its appropriate place on this sheet for use on each sheet of the examination.

See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets. Competitors are held responsible for errors and omissions.

Note in the proper blank spaces the name of the examination, the place and date of the examination, the examination number, and the time of commencing and completing each examination sheet.

Unless instructions to the contrary are printed on the sheet, you are not limited in time on any sheet, but you should gauge your work so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

Read carefully the printed instructions on each sheet before commencing work thereon.

If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

An examination sheet spoiled by you can not be exchanged for another of the same kind.

Perform all work on each examination sheet with ink.

Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

Use no scratch paper except that furnished by the examiner in charge, and, on completing an examination sheet, hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is collected, not for consideration in the marking, but for destruction.

on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (*a*) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (*b*) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon and Superior.

Sec. 41. Third-grade subjects.—1. SPELLING: Twenty simple words in ordinary use. 2. ARITHMETIC: Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. LETTER WRITING: Test in the use of the English language for business correspondence. 4. PENMANSHIP: Marked on legibility, rapidity, neatness, and general appearance. 5. COPYING FROM PLAIN COPY: An exact copy of a few printed lines, in competitor's handwriting.

The following questions and tests, which have been used, indicate the general character of these subjects:

Spelling.—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

Sugar: A sweet substance made from the juice of the sugar cane. *Pledge:* Something given as security. *Cashier:* One who has charge of money in a bank. *Figure:* A mark representing a number. *Carrying:* Conveying or transporting in any way. *Breadth:* The measure from side to side. *Sheet:* The amount of paper made in one body or piece; as, a sheet of paper. *Easily:* In an easy manner. *Frontier:* The border or limits of a country. *Patience:* The state or quality of being patient. *Guess:* The act of guessing; as, to guess at one's weight. *Threat:* The act of threatening; as, to make a threat. *Diamond:* A precious gem. *Visit:* To go to see; as, to visit a friend. *Repair:* To mend or make over; as, to repair clothes. *People:* The body of persons composing a nation; as, the American people. *Require:* To be in need of; as, to require money. *Grease:* Soft animal fat. *Answer:* To reply to; as, to answer a letter. *Exist:* To live; as, to exist in poverty.

Arithmetic.—In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." after it.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,588 by 4,782. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent $225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at $2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

Letter writing.—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

Make an exact written copy of the following:

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters, the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service it will still be the duty of the department to transmit telegrams for the press at much lower rates than for private individuals.

Sec. 42. Mechanical trades and other noneducational examinations in the departmental and Indian services.—Applications for these examinations may be obtained from and filed with the United States Civil Service Commission, Washington, D. C., at any time. No educational tests are required, and it will not be necessary for applicants to appear at any place for examination. Age, except where otherwise indicated, 20 years or over for the departmental and 20 to 50 years for the Indian service. Applicants who desire to apply for more than one position must file a separate application for each position desired. These examinations include those for the depart-

mental service and the Indian Service, but eligibles may also be certified to other branches of the service. For a list of similar positions in the Engineer Department at Large, see section 121; Navy-Yard Service, see section 187; Ordnance Department at Large, see section 189; Quartermaster Corps, see section 205. No application for any mechanical trade or other noneducational position in the departmental or Indian service, other than those indicated in this Manual, will be accepted until an examination for such a position is announced.

In writing for applications applicants should state specifically the name of the position for which they desire to apply.

Applicants for these examinations, except for the Indian Service, may sign their applications by mark if unable to write. Applicants for the Indian Service must execute their applications in their own handwriting and be able to speak the English language.

An applicant for a position in the Indian Service must attach to his application a statement showing the number of persons in his family who will require accommodations at the Indian school or agency in case the applicant receives appointment.

Each applicant for employment in the *departmental service* in the District of Columbia, except for the positions named hereafter in this paragraph, will be required to furnish the certificate of an officer, under his official impression seal, of the county of which the applicant claims to be a bona fide resident, showing that the applicant is at the time of making the application an actual bona fide resident of such county and the length of time he has been a resident thereof. An applicant failing to furnish such certificate or whose application fails to show that he has been a bona fide resident of and actually domiciled in the State claimed for at least one year next preceding the date of the application will not be certified for appointment in the apportioned departmental service in Washington, D. C. The following-named positions are not included in the apportioned service: Plate printer, canvas worker, leather worker, sewer, gardener, engraver, carpenter, cabinetmaker, painter, and plumber.

Applicants are requested to state in their applications the minimum salary they are willing to accept and also the localities in which they will accept appointment.

As stated, no educational tests are required, but the following subjects are considered: Physical ability, and training, experience, and fitness. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training, experience, and fitness, 60. The information on which the ratings are based must be furnished by the applicant in the application and examination blank. Care should be taken to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application and vouchers must be fully answered. The method of rating the different subjects of these examinations is as follows:

(*a*) PHYSICAL ABILITY.—An applicant without apparent physical disqualifications is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made proportionate deduction will be made from 98, according to the nature of this defect or disqualification.

(*b*) TRAINING, EXPERIENCE, AND FITNESS.—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his vouchers and references. Consideration will be given to the date, length, quality, and character of the training and experience shown, and special consideration will be given experience which is continuous and recent. Applicants in stating their experience should account for all of the time since they were first employed.

In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

All competitors rated at 70 or more shall be eligible for appointment, and their names shall be placed on the proper register according to their ratings; but the names

of persons preferred under section 1754, Revised Statutes, rated at 65 or more shall be placed above all others who have not been allowed such preference.

Registers will be established quarterly, or more frequently if the needs of the service require it. Applications for the Departmental and Indian services, to receive consideration for any particular quarter, must be filed *in complete form* not later than the 15th of March, June, September, or December, as the case may be. The registers, except where otherwise indicated, will be made up on or soon after the first of the next succeeding months. The period of eligibility is one year from the date of entering a name upon a register.

Application and examination Form 1800 will be required for the following-named positions:

Baker.
Blacksmith.
Blacksmith and horseshoer.
Blacksmith and wheelwright.
Cabinetmaker.
Canvas worker.
Carpenter.
Cook.
Dairyman. Age, Indian Service, 21 to 50 years.
Fireman (stationary).
Gardener. Age, Indian Service, 21 to 50 years.
Harness maker.
Laundress.
Leather worker.
Machinist.
Mason (brick and stone).
Painter.
Plate cleaner.
Plumber.
Sawyer.
Sewer.
Shoemaker.
Tailor.
Tool maker.
Wheelwright.

Sec. 43. Specially announced examinations.—In addition to the regularly scheduled examinations mentioned in this Manual, the commission is called upon very frequently to hold extra or specially announced examinations to fill positions of a technical or scientific character in which vacancies occur only at infrequent intervals, or for newly classified positions for which registers have not been established. When such examinations are to be held, they are announced in the widest possible manner in the effort to secure a sufficient number of applicants. Examinations of this kind are not held until eligibles are needed, and the commission can give no idea until that time as to the examination subjects. Such subjects are not decided upon and the questions prepared until the examinations are announced. Applications, which must be on the prescribed forms of the commission, will not be accepted for examinations of this character until they are announced. It is useless, therefore, to request the commission to furnish application blanks for this purpose unless announcement of the examination desired has been published.

Persons who have special or technical qualifications and who desire to compete in examinations requiring such qualifications, and who advise the commission of the kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Sec. 44. Acting assistant surgeon, Public Health Service.—See Physician examination, section 192.

Sec. 45. Agricultural inspector, Philippine Service.—Men only will be admitted to this examination. Age, 18 to 40 years; application Form 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON

THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESIS OR THESES. The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FARM MANAGEMENT; (4) FORAGE CROPS; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the scientific assistant examination (see sec. 211). The requirements of the examination are also the same as for scientific assistant. For further requirements see section 34. Entrance salary, $1,200 or $1,400 per annum.

Sec. 46. Aid, Coast and Geodetic Survey.—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of $2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any physical defect, or who is color-blind. After an eligible has received an appointment and before he is permitted to take the oath of office, he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS: Including geometry (plane and solid), algebra, trigonometry, analytics, and the elements of calculus, 15; PRACTICAL COMPUTATIONS: Involving the use of logarithmic tables, 15; ASTRONOMY: Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; PHYSICS: Elementary questions in optics, magnetism, etc., 10; SURVEYING: Elementary questions in plane and geodetic surveying, and use of field instruments, 10; MODERN LANGUAGES: Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; DRAWING AND DESCRIPTIVE GEOMETRY: A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; TRAINING, EXPERIENCE, AND FITNESS rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper, for use in the examination on the subject of drawing and descriptive geometry. A slide rule may be used in connection with the work in the subject of practical computations.

Sec. 47. Aid, Lighthouse Service.—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of six hours each. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, 30; CIVIL ENGINEERING AND SURVEYING, 30; MECHANICAL OR ARCHITECTURAL DRAWING, 20; TRAINING, EXPERIENCE, AND FITNESS, 20.

The questions in this examination will be such as any competent graduate in engineering should be able to answer satisfactorily.

Applicants who are graduates in civil engineering or who are in their senior year in the civil engineering course of a technical school, or those who have had at least

three years of satisfactory practical civil engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is $1,380 per annum. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the position of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

Sec. 48. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.—Men only will be admitted to this examination. Age, 21 years or over, application form 304, and special form.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Positions of animal husbandman and junior animal husbandman will be filled from this examination, at salaries ranging from $2,460 to $900 per annum. The salaries for positions in animal husbandry work range as follows: Under animal husbandman, $900 to $1,320; junior animal husbandman, $1,380 to $1,500; animal husbandman, $1,560 to $1,800; senior animal husbandman, $1,860 to $2,460 per annum. Those who have just graduated from college usually receive appointments as under animal husbandman or junior animal husbandman. The higher salaries are paid to those who show additional training and experience. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION, 15; SPECIAL TRAINING IN ANIMAL HUSBANDRY, including a list of any scientific or popular publications which the applicant may have issued, 15; EXPERT EXPERIENCE IN ANIMAL HUSBANDRY (the applicant must select one of the subjects mentioned below lettered (*a*) to (*m*), on which he desires to be rated on experience, and he should give full statements showing what practical and scientific experience he may have had in that branch of animal husbandry: (*a*) Feeding and breeding horses; (*b*) feeding and breeding beef cattle; (*c*) feeding and breeding sheep and goats; (*d*) feeding and breeding hogs; (*e*) feeding and breeding poultry; (*f*) stock-farm management with special reference to any section the applicant may select; (*g*) packing, storage, and marketing of poultry and eggs; (*h*) principles of animal nutrition; (*i*) principles of animal breeding; (*k*) herdbook methods and administration; (*l*) identification, testing, and uses of animal fibers; (*m*) animal husbandry literature and library work), 40; PLAN (1,000 to 2,500 words) FOR A SCIENTIFIC INVESTIGATION, or a plan or method of practically illustrating for the information of the public some phase of the subject chosen under "Expert experience in animal husbandry" (subject 3), 10; THESIS of from 2,500 to 5,000 words on any phase of the subject selected under "expert experience" (subject 3) on which the applicant has made special study, and not included in the plan under subject 4. The thesis should represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts, 20.

In rating expert experience a minimum rating of 70 per cent on the subject chosen will be given applicants who have been graduated from a four years' course in agriculture within a year before the date of the examination, or are about to be graduated from a four years' course in agriculture within six months, from any college or university of recognized standing. Higher ratings will be given for special training and experience. Nothing in this paragraph shall be construed as barring from the examination men who have the experience desired in any subject but who may not have had the benefit of a college education; but applicants who have not had sufficient education or experience to entitle them to a rating of at least 70 in the subject

"expert experience" will not be eligible for appointment, and the other subjects of their examination will not be considered.

Certifications for appointment will be made according to the average percentage on the entire examination of those eligibles who have qualified in a particular subject under expert experience. Eligibles receiving the highest average percentages will be eligible for appointment to the higher positions.

The plan and thesis may be either typewritten or in the handwriting of the applicant and on any size paper most convenient.

If a competitor fails in the examination, the documentary matter submitted with his application will be returned to him upon his request.

Sec. 49. Apprentice map engraver.—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for certification and selected during that period. Application form 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

Sec. 50. Apprentice plate cleaner, transferrer, and engraver, Bureau of Engraving and Printing.—Age, 16 to 18 years; application form 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 40); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing board, ink, triangles, scales, and other necessary material except paper.

Sec. 51. Apprentice plate printer, Bureau of Engraving and Printing.—Age, 16 to 18 years. No person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday. Application form 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 52. Architectural designer, Supervising Architect's Office.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 53. Assistant, Philippine Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held on March 12–13, 1913.

Men only will be admitted to this examination. Age, 20 to 40 years; application form 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: THESIS, 500 words to be written on one of two topics given, 20; CORRECTION OF ROUGH DRAFT MANUSCRIPT, 200 words, 15; MATHEMATICS, arithmetic, algebra, including quadratics, and plane geometry, 15; HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES, 15; GENERAL HISTORY AND GEOGRAPHY, 10; COLONIAL GOVERNMENT AND ADMINISTRATION, general questions, 10; POLITICAL ECONOMY, general principles, 5; TRAINING, EXPERIENCE, AND FITNESS, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 on the required subjects, and if optional subjects are taken a rating of 70 or more on each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) ACCOUNTING, expert; (2) AGRICULTURE; (3) AUDITING OF ACCOUNTS, practical questions on; (4) BOOKKEEPING, tests in journalizing and making a balance sheet; (5) BOTANY; (6) CHEMISTRY; (7) CIVIL ENGINEERING; (8) EDUCATIONAL METHODS; (9) ELECTRICAL ENGINEERING; (10) FINANCE; (11) FORESTRY; (12) GEOLOGY; (13) HIGHER MATHEMATICS, up to and including calculus; (14) LANGUAGE, Spanish; (15) LAW, common; (16) LAW, international; (17) LAW, Roman or civil; (18) LAWS, land, of the United States; (19) LAWS, mining, of the United States; (20) MECHANICAL ENGINEERING; (21) MINERALOGY; (22) MINING ENGINEERING; (23) PHYSICS; (24) THEORY AND PRACTICE OF STATISTICS.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such

are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of $1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. For further requirements, see section 34.

Sec. 54. Assistant dairyman.—This examination will be held only when eligibles are needed. (See sec. 43.) The position of dairy inspector will be filled from this examination.

Sec. 55. Assistant engineer, Reclamation Service.—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 15; TRAINING, EXPERIENCE, AND FITNESS, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 158). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail

of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of $1,500 per annum and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Sec. 56. Assistant examiner, Patent Office.—Age 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: PHYSICS, embracing the requirements of a general college course, 20; MATHEMATICS, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; TECHNICS, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; CHEMISTRY, inorganic, including qualitative analysis, and elementary organic, 20; MECHANICAL DRAWINGS, 20; FRENCH OR GERMAN, 10.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 on the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.

The following list will indicate works which may properly be consulted in preparing for the examination in technics, viz: Knight's Mechanical Dictionary, Appleton's Dictionary of Applied Mechanics, Wagner's Chemical Technology, Thorpe's Outlines of Industrial Chemistry, Dodd's and Ure's Dictionaries of Manufactures, Williams's How It Is Made, Williams's How It Works, and the current files of trade and technical periodicals. Under the subject "Mechanical drawings," the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case (1) describe the views, (2) the construction, and (3) the operation of the machine represented in such technical terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German," two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) A Scientific German Reader, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) A German Scientific Reader, by J. Howard Gore, Ph. D., published by Heath & Co. The com-

petitor must select and make translations, without the aid of a dictionary, of any two of the exercises, in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

This examination will be held only in the spring of each year, unless the needs of the service require that additional examinations be given.

Sec. 57. Assistant inspector of boilers.—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 170.)

Sec. 58. Assistant inspector of hulls.—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 171.)

Sec. 59. Assistant observer, Weather Bureau (formerly observer examination).—Unmarried men only will be admitted to this examination.—Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PENMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 40), 5.

Seven questions are given in meteorology, of which the competitor is required to answer five; seven questions are given in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester. No credit will be given in this subject unless the competitor furnishes evidence in his application that he has had laboratory work for at least one semester in some institution of good standing.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 39), and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 on the subjects of meteorology and English composition on a meteorological subject combined, with the relative weights indicated, the remaining subjects will not be rated.

Sec. 60. Assistant topographer.—See Junior topographer, section 160, and Topographic aid, section 245.

Sec. 61. Attendant, Government Hospital for the Insane.—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

Sec. 62. Bookbinder (men only), Government Printing Service.—Age, 21 years or over; application and examination forms 1800 and 1820; medical certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS rated on Forms 1800 and 1820, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for bookbinder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice and at least one year

as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 63. Bookkeeper (men only), departmental service.—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will not be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

First exercise.

INSTRUCTIONS.—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, $7,800; cash in safe, $2,687.50; merchandise, $4,768; real estate, $9,750; an account against William Rose, $2,360; a note given by James Wilson for $1,287.50, due in six months without interest, accounted at its present worth, $1,250.

His liabilities were an account due John West, $2,976; a note for $900 due Arthur Moore, accrued interest to date, $27.50; an acceptance at fifteen days for $840, dated February 15, 1905, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, $5,400. Gave in payment a note at six months, interest, $90, included in face of note; face of note, $3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, $2,600. Received in payment the acceptance mentioned in liabilities, $840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for $13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, $600.

March 25. Bought of James Wilson, merchandise, $2,400. Gave in payment his note mentioned in resources. Face of note, $1,287.50; present worth, $1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, $3,600. Received in payment a sight exchange for $800 on New York accepted at ¼ per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, $900; accrued interest to date, $31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note of $800, discount $24.

Second exercise.

From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, $5,400; real estate, $7,600; unused office stationery, $20.75. The balance of the cash account, as shown by the ledger, was $3,640, and the balance of the bills payable account was $2,365. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), $970; merchandise, $12,800; real estate, $8,000; Traders' Bank, $4,780.25; bills receivable, $4,620; expense, $90.25; interest and discount, $148.60; Joshua Miller, $2,897.50.

Credit footings: Charles Martin (proprietor), $6,797.85; merchandise, $7,800; real estate, $120; Traders' Bank, $3,600; bills receivable, $3,640.75; interest and discount, $197.80; Joshua Miller, $—— (amount to be supplied by the competitor).

Sec. 64. Bookkeeper, Field Service.—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 35.)

Sec. 65. Bookkeeper, Isthmian Canal Service.—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Isthmian Canal examination. (See sec. 85.)

Sec. 66. Bookkeeper, Philippine Service.—Men only will be admitted to this examination. Age, 18 to 40 years; application form 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 63), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING, EXPERIENCE, AND FITNESS, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects combined, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. For further requirements see section 34.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 67. Cadet, Military or Naval Academy.—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., and that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War and the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

Sec. 68. Cadet, Revenue-Cutter Service.—For information in regard to appointment to this position address the Secretary of the Treasury, Washington, D. C.

Sec. 69. Cadet engineer, Lighthouse Service.—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from $660 to $780 per annum, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

Sec. 70. Cadet officer, Lighthouse Service.—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants for this position should have a good general school education and theoretical and practical knowledge of navigation such as taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from $600 to $720 per annum, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a Nautical Almanac for 1912 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted.*

Sec. 71. Chemist.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 72. Chinese inspector, Immigration Service.—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 43 and 143.)

Sec. 73. Chinese watchman.—This position will hereafter be filled from the subclerical examination.

Sec. 74. Civil engineer, departmental service.—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field work required in civil engineering and not covered in subject 1, 30; DESIGN AND CONSTRUCTION, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; TRAINING, EXPERIENCE, AND FITNESS (see section 30 for time of filing application), 25.

NOTE.—No applicant who has not had at least five years' good experience in civil engineering work will be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 121.)

Inquiries concerning the examination for the position of civil engineer, Departmental Service, should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution. Examinations will be held in the spring of 1913 for civil engineer and draftsman (see sec. 77), and junior engineer (civil), Engineer Department at large (see sec. 156).

Sec. 75. Civil engineer, Geological Survey.—See Hydrographic Engineer, Geological Survey, section 142.

Sec. 76. Civil engineer, Philippine Service.—Age, 18 to 40 years; application form 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the departmental service (see sec. 74), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily. For further requirements, see section 34.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from $1,400 to $6,000 per annum. The majority of appointments are made at salaries of $1,400, $1,600,

and $1,800 per annum, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 77. Civil engineer and draftsman.—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted. (See sec. 74.)

All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent on the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent on the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. See note under section 74 for requirements for admission to this examination, and section 30 for time of filing application.

Sec. 78. Civil engineer and superintendent of construction, Quartermaster Corps.—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING, EXPERIENCE, AND FITNESS, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. See section 30 for time of filing application.

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

Sec. 79. Civil engineer student, Office of Public Roads, Department of Agriculture.—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

Applications will be accepted only from graduates in civil engineering from reputable engineering schools and from graduating students. Failure to receive engineering degree by July 1 of the present year will disqualify for appointment in the United States Department of Agriculture.

Sec. 80. Civil and electrical engineer, departmental service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 81. Civil and electrical engineer, Philippine service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 82. Classified laborer, Government Hospital for the Insane.—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

Sec. 83. Clerk, Departmental Service.—Age, 18 years or over; application form 304; time allowed, seven hours.

Subjects of examination and relative weights of subjects on a scale of 100: 1. Stenography, 15; 2. Copying from rough draft, 5; 3. Copying and spacing, 10; 4. Copying from plain copy, 5 (the foregoing tests will be the same as for the stenographer and typewriter examination, see sec. 217); 5. Penmanship, 10; 6. Report writing, 25 (1st grade, see sec. 39); 7. Arithmetic, 25 (1st grade, see sec. 39); 8. Geography and civil government of the United States, 5 (see sec. 39). Competitors who fail to attain a rating of at least 70 in arithmetic and 65 in report writing will not be eligible for appointment and the remaining subjects of the examination will not be considered for eligibility on the clerk register. It will be observed that at least a fair knowledge of stenography and typewriting is required in order to attain eligibility in this examination.

Competitors who attain a rating of at least 70 on the subject of stenography, and an average percentage of at least 70 on the second, third, and fourth subjects, and an average percentage of at least 70 on the first seven subjects, with the relative weights shown under the stenographer and typewriter examinations (secs. 218 and 248), will have their names placed on the register for stenographer and typewriter when such action does not conflict with eligibility from another stenographer and typewriter examination.

Competitors who attain a rating of at least 70 on the subject of stenography and an average percentage of at least 70 on the first, second, fifth, sixth, and seventh subjects, with the relative weights shown under the stenographer examination (sec. 218), will have their names placed on the register for stenographer, when such action does not conflict with eligibility from another stenographer examination.

Competitors who attain an average percentage of at least 70 on the second, third, and fourth subjects combined, and an average percentage of 70 on those subjects combined with the fifth, sixth, and seventh subjects, with the relative weights shown under the typewriter examination (sec. 248), will have their names placed on the register for typewriter when such action does not conflict with eligibility from another typewriter examination.

Residents of all States and Territories, who meet the requirements, will be admitted to the clerk examination. Residents of the District of Columbia will be admitted to the examination, but their names will be certified for temporary employment only.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 35.)

Sec. 84. Clerk, Forest Service.—See Forest and Field Clerk, section 135.

Sec. 85. Clerk, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years; except that applicants who apply for the optional subject of Timekeeping Experience must not be over 40 years of age; application Form 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

Applicants will be required to indicate in their applications, in answer to question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.

Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.

Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testimonials from recent employers under whom the experience claimed has been gained, written on business letter head.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (second grade, see sec. 40), 10; ARITHMETIC, slightly more difficult than the second grade, 20; LETTER WRITING (second grade, see sec. 40), 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, including tabular matter, 15; TIME (time consumed in examination), 20.

In rating the element of time a credit of 70 will be given if the examination is completed in the maximum time of four and one-half hours allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.

In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) TYPEWRITING, including the typewriting tests of the examination for stenographer and typewriter, Isthmian Canal Service. The typewriting tests of copying from rough draft, copying and spacing, and copying from plain copy will be given weights of 2, 3, and 2, respectively. (See secs. 217 and 250 for description of tests.) Time not to exceed two and one-fourth hours. **The Commission is advised that it is expected that most of the future appointments of clerks at a salary of $100 a month will be of eligibles with a knowledge of typewriting.** (2) BOOKKEEPING, including the practical tests of the bookkeeper examination (see sec. 63). Time not to exceed two hours. (3) GENERAL BUSINESS TRAINING, EXPERIENCE, AND FITNESS, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. (4) TIMEKEEPING TRAINING, EXPERIENCE, AND FITNESS to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. For further requirements see section 33.

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

Sec. 86. Commission of fine arts.—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil service rules.

Sec. 87. Compositor, Government Printing Service.—See Printer examination, section 201.

Sec. 88. Computer, Coast and Geodetic Survey.—Men only will be admitted to this examination. Age, 20 years or over; application Form 1312; time allowed, two

days of six hours each; the first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher class textbooks, 40; PRACTICAL COMPUTATIONS, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Sec. 89. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.—Men only will be admitted to this examination. Age, 20 years or over; application Form 1312; time allowed, two days of seven and six hours, respectively; the first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; ASTRONOMY, elementary questions in spherical and general astronomy, 20; PRACTICAL COMPUTATIONS, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.

The supply of eligibles for this position has not been equal to the demand.

Sec. 90. Computer, Supervising Architect's Office.—Age, 20 years or over; application Form 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND CONSTRUCTION, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 35; SPECIFICATIONS, involving ability to make out contracts, specifications, etc., and interpret them, 35; TRAINING, EXPERIENCE, AND FITNESS, 30.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural work and in the writing or interpretation of specifications, etc., either with architect or contractor engaged in the erection of first-class buildings. (See sec. 30 for time of filing application.)

Sec. 91. Confidential agents.—(See secs. 213 and 216.)

Sec. 92. Consular Service.—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

Sec. 93. Custodian Service.—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam), first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the custodian service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles, and are certified for appointment to positions in the Federal building of that city when vacancies exist. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

Sec. 94. Customs Service.—Apply for information concerning examinations for this service to the board of examiners at the customhouse in which employment is desired.

Sec. 95. Deputy United States marshal.—All deputy marshals except those employed as field deputies in offices of United States marshals, or whose chief duties are to serve process, are in the competitive classified service, and in filling vacancies in this position, where a knowledge of stenography and typewriting or bookkeeping is not required, certification will be made of the highest three on the first grade, or clerical, register of eligibles who were examined in the State in which the vacancy exists. (See sec. 266.) Vacancies in positions of office deputy marshal requiring a knowledge of stenography and typewriting or of bookkeeping will be filled by certification from the stenographer and typewriter or the bookkeeper register of those examined in the State in which the vacancy exists. For application forms and information as to the scope of the first grade, or clerical, and stenographer and typewriter examinations apply to the district secretary in charge of the territory in which the position sought is located. (See sec. 35.) Examinations for bookkeeper will be announced by the district secretary when eligibles are needed.

Sec. 96. Diplomatic Service.—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

Sec. 97. District health officer.—(See Physician, sec. 192.)

Sec. 98. District inspector of locomotive boilers.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 99. Draftsman, apprentice, Ordnance Department at large, War Department.—Age 17 to 21 years; application Form 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical drafting room. The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 35 and 189.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

Sec. 100. Draftsman, architectural, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application Form 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specification, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 25; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of construction, and of specification forms for such work, 25; TRAINING, EXPERIENCE, AND FITNESS, 20. Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (*a*) or (*b*) will be given ratings of 60 or more in that subject and will be admitted to the examination: (*a*) Graduates from approved technical schools in architecture, without other experience; (*b*) persons having not less than five years' experience in good architectural office work. (Special training short of graduation in architecture will be considered equivalent to not more than two years of these five).

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination. (See sec. 30 for time of filing application.)

Sec. 101. Draftsman, clerk, Land-Office Service.—Age, 18 years or over; application Form 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 39), 10; ARITHMETIC AND ELEMENTARY MATHEMATICS, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 10; PUBLIC-LAND SURVEYING, 20; DRAWING AND LETTERING, a specimen showing part of a land-office plat is given for reproduction to a certain scale, 40.

Persons who pass this examination will be eligible for appointment to clerical or draftsman positions in the Land-Office Service only in offices outside of the District of Columbia. This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 102. Draftsman, copyist topographic.—Age, 18 years or over; application Form 1312; time allowed, two days of seven and five hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction in india ink, 50; LETTERING, tests of numbers and of short words in different styles of lettering are given, 50. The tests in drawing and lettering are identical with those given in the topographic draftsman examination. Competitors who take both examinations will take these tests but once. No submitted drawings will be accepted. (See sec. 110.)

Sec. 103. Draftsman, engineer, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application Form 1312; time allowed, two days of seven and one-half and seven hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN ENGINEERING CONSTRUCTION, 60; TRAINING, EXPERIENCE, AND FITNESS, 40.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. See section 30 for time of filing application.

Competitors in this examination will be allowed to use a slide rule, and should bring for use throughout the examination a Carnegie Handbook. Explicit instructions regarding the use of handbooks in the examination will be printed on the sheets.

The duties of this position are confined to the engineering problems involved in first-class building construction. The examination will consist of practical questions based upon the work required, particular attention being paid to fireproofing, and designing in steel and reenforced concrete. Applicants must have had not less than five years' practical experience, of which at least two years should be in either steel designing or construction work. A degree in civil engineering from a technical school of recognized standing will be considered as equivalent to not more than two years of the five years above mentioned.

Sec. 104. Draftsman, heating and ventilating, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application Form 1312; time allowed, two days of six and seven hours, respectively; the first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN HEATING AND VENTILATING, involving a competent knowledge of mathematics and plumbing, and of heating and ventilation of buildings, both theoretical and practical, 35; DRAWING AND DESIGN, involving ability to design and draw plans, etc., for the heating and ventilating plants of modern public buildings, 35; TRAINING, EXPERIENCE, AND FITNESS, 30.

Applicants must have had not less than four years of practical experience in the designing or installation (or both) of plumbing, and heating and ventilating systems in large buildings. A technical degree in engineering or architecture or other experience in construction work will be considered equivalent to not over two and one-half years of the four specified.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. See section 30 for time of filing application.

Sec. 105. Draftsman, hull, Lighthouse Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 106. Draftsman, junior architectural, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application Form 1312; time allowed, two days of seven and eight hours, respectively. The first two subjects will be given on the first day and the remaining subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, elementary questions in materials and details of construction, 25; FREE-HAND DRAWING AND PROJECTION, elementary questions involving ability to draw perspective views, plans, and elevations of regular solids, examples of decoration, cast shadows, etc., 25; DRAWING, involving ability to draw neatly and correctly to scale, 40; TRAINING, EXPERIENCE, AND FITNESS, 10.

Applicants who have had training and experience indicated below under (*a*), (*b*), or (*c*) will be given ratings of 60 or more in that subject and will be admitted to the examination: (*a*) Persons in their third year of an architectural course in an approved technical school; (*b*) persons who have taken a complete course in architecture in a correspondence school and have in addition had some suitable experience or study; (*c*) persons who have had not less than three years' experience in an architect's office.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination. See section 30 for time of filing application.

Sec. 107. Draftsman, junior engineer, Engineer Department at large.—Age, 18 years or over; application Form 1312; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: COMPUTATIONS, MATERIALS, AND STRUCTURAL DETAILS, 35; DRAWING AND DESIGN, 40; TRAINING, EXPERIENCE, AND FITNESS, 25.

Applicants should have had at least a high school education; should have had at least five years' experience as draftsmen, two of which should have been on design; should be familiar with calculations, structural details, and shop practice in structural steel and reenforced concrete; and should be capable of preparing working drawings from the calculations and from written specifications and rough notes.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. See section 30 for time of filing application.

Competitors should provide themselves with drawing materials, other than paper, including a drawing board not less than 15 inches square. They should also bring to the examination room a Cambria, Carnegie, or other similar handbook for use in case it is allowed. If the use of a handbook is permissible it will be stated on the examination papers.

Sec. 108. Draftsman, mechanical, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years; application Form 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND PRACTICAL CALCULATIONS, comprising arithmetic, algebra to and

including problems involving quadratics, geometry, mensuration, logarithms and use of tables, elementary problems in mechanics, and the use of slide rule and the interpretation of formulas and correct working out of results in special cases, 25; MATERIALS, comprising all the materials used in engineering construction, 15; DRAWING, involving a competent knowledge of engineering construction and ability to draw neatly to scale, 25; TRAINING, EXPERIENCE, AND FITNESS, 35.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. See section 30 for time of filing application.

Competitors who attain over 80 per cent in training and experience will be rated as first-class draftsmen; those who attain 80 per cent or under will be rated as second-class draftsmen. Eligibles in the first class are eligible to second-class positions and to tracer positions and may be given preference in making appointments thereto, provided they state in their applications their willingness to accept appointment to the lower positions.

First-class draftsmen must indicate in their applications that they have had not less than three years' good drafting-room experience, and in addition shop work experience or on machine construction. A technical school training in mechanical engineering will be equivalent to two years' practical work.

Second-class draftsmen must indicate in their applications that they have had not less than two years in drafting room, or one year in drafting and one year in the shop or on construction. A technical school training in mechanical engineering will be accepted as equivalent to the two years' practice.

Competitors in this examination are allowed the use of a slide rule. A Carnegie or similar handbook pertaining to structural steel and a Kent's mechanical engineer's pocketbook or a similar book of formulæ are required for the work in the subject of drawing.

Applicants must be physically sound and in good health.

For further requirements see section 33.

Sec. 109. Draftsman, mechanical, Ordnance Department at Large, War Department.—Age, 18 years or over; application form 1312. This examination will consist of statements of the applicant's education, training and experience, corroborated by vouchers and accompanied by specimens of work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 189 and 35.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

Sec. 110. Draftsman, topographic, departmental service.—Age, 18 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the second and third subjects on the second day. Not more than five hours on the second day will be allowed for the work on lettering. The test in mathematics will be given on completion of the lettering test. No submitted drawings will be accepted. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction, in india ink, 35; LETTERING, tests of short words in different styles of lettering, and numbers are given, 35; MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 30.

The tests in drawing and lettering will be identical with the copyist topographic draftsman examination, so that those who intend to qualify both as topographic draftsmen and as copyist topographic draftsmen will take these tests but once and need file but one application, but should state therein that they desire both examinations. (See sec. 102.)

All competitors who attain an average percentage of 70 or more in the subjects of drawing and lettering will be eligible as copyist topographic draftsmen, and all who attain an average percentage of 70 or more in those subjects and a general average of at least 70 per cent on those subjects, combined with mathematics, will also be eligible as topographic draftsmen.

The supply of eligibles for this position has not been equal to the demand.

All topographic draftsman positions in the departments in Washington are filled from this register, or, if there are no eligibles thereon, from the copyist topographic draftsman register.

Sec. 111. Draftsman, topographic, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first and second subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY MATHEMATICS, comprising geometry, trigonometry, algebra, and mensuration, 20; PLOTTING FROM FIELD NOTES, 30; DRAWING AND LETTERING, 30; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants must indicate in their applications that they have had at least three years' experience in civil engineering work, or are graduates in civil engineering from a reputable school.

Competitors who attain an average rating of less than 70 in the second and third subjects will not be eligible for appointment, and the remaining subjects of their examination will not be considered.

Each competitor should bring for use in the examination a protractor of radius 2½ to 4 inches showing ½ degrees—preferably *two*, of 2-inch radius and 5-inch radius, respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Applicants must be physically sound and in good health.

For further requirements see section 33.

Sec. 112. Drainage engineer, Department of Agriculture.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 113. Editorial clerk.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 114. Electrical engineer and draftsman, Supervising Architect's Office, Treasury Department.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 115. Electrician, departmental service.—Age, 20 years or over; application and examination form, 1800; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 39), 10; PRACTICAL QUESTIONS, 65; TRAINING, EXPERIENCE, AND FITNESS, 25.

Experience in the care, maintenance, repair, and operation of station storage batteries and lead burning is very desirable in this examination, and persons with such qualifications should state fully their experience in the application.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 116. Electrotyper, finisher, Government Printing Service.—Age, 21 years or over; application and examination forms, 1800 and 1747; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 6; ARITHMETIC, 6; LETTER WRITING, 6; PENMANSHIP, 6; COPYING FROM PLAIN COPY, 6 (all third grade, see sec. 41); CORRECTION OF PROOF, embracing the interpretation of proof readers' marks, 20; TRAINING, EXPERIENCE, AND FITNESS, rated on forms 1800 and 1747, 50. Applicants must show that they have served at least five years in

the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

Sec. 117. Electrotyper, molder, Government Printing Service.—Age, 21 years or over; application and examination forms, 1800 and 1747; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, rated on forms 1800 and 1747, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

Sec. 118. Electrotyper-stereotyper, Government Printing Service.—This examination has been discontinued. See electrotyper, finisher, section 116; electrotyper, molder, section 117; and stereotyper, section 226.

Sec. 119. Elevator conductor, Departmental service.—Age, 20 years or over; application and examination form, 1800; time allowed, three hours. No person will be admitted to this examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, 50. Under the subject of "experience," no credit will be given except for actual experience as elevator conductor, or as electric motorman or electric craneman, and applicants who have not had at least six months' such experience will not be admitted to the examination. If an applicant has had only six months' experience, that experience must have been gained within the twelve months just prior to the date of application. Applicants must fully indicate the kinds of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of experience.

For local services outside of the District of Columbia the examination will be held in the city in which, or in the vicinity of which, a vacancy exists. The examination will be held only when eligibles are needed, and will be duly announced.

Sec. 120. Engineer, Chief marine, Coast and Geodetic Survey.—Age, 25 to 45 years; application and examination form, 1800, and three forms 1728. No educational test is required. Each applicant must submit with his application a license from the Steamboat-Inspection Service or a certificate from that service showing the character of the license which is held by him, and must give in his application the names and tonnages of vessels upon which he has been employed. Vouchers on form 1728 should be furnished from employers or superior officers under whom the applicant has worked.

An eligible selected for appointment will, upon reporting for duty, be given a physical examination by a medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

Sec. 121. Engineer Department at large.—All positions under the Engineer Department at large, except as provided in paragraph (*c*) below are under one of two headings—those requiring an educational test, known as "educational positions," and those requiring no educational test, known as "noneducational or trades positions."

(*a*) The positions requiring an educational test are—

Assistant engineers and superintendents of class 5. Junior engineers (civil, mechanical, or electrical); these employees may perform the duties of inspectors, overseers, surveyors, hydrographers, computors, designers, draftsmen, levelmen, recorders, sextant observers, topographers, transitmen, etc., and may also be employed in

any clerical position. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 2 or higher class. Draftsmen. Engravers, lithographers, and similar positions, when of class 3 or higher class. Clerks, including copyists, bookkeepers, stenographers, and typewriters, messengers, messenger boys, watchmen, skilled laborers, and elevator conductors. Scientists, specialists, and employees in positions not specifically referred to herein as of noneducational class, or excepted from classification, will be considered of educational class unless authority to class as noneducational is given by the Chief of Engineers.

(*b*) The "noneducational or trades positions" requiring no educational tests are—

Superintendents of class 4; these positions are to be restricted to the few cases in which conditions of work necessitate the appointment of those especially qualified by training and experience for the particular duty to be performed, but who have not the technical nor the theoretical education required for superintendents of the educational class (class 5). Inspectors and overseers of class 3; these positions are intended, primarily, to provide for inspectors and overseers who have heretofore been considered as of the educational class by reason of the rate of pay required to secure their services, but who have not the theoretical training to permit of their being properly classified in the "junior engineer" grade. Inspectors and overseers of class 2 or lower class; these positions relate to duties requiring experience and special skill, but not necessarily technical educational training. Foremen, including those performing duties of master laborer, master workman, master carpenter, and the like. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 1 or lower class. Masters, mates, pilots, steam engineers, and similar positions, which in private employ require a license from the Office of Steamboat Inspection, and applicants for these positions are required to have such a license. Surveymen (who may perform duties of transitmen, levelmen, recorders, rodmen, chainmen, and the like), timekeepers, and receivers of material, when of class D or lower classes. Engravers, lithographers, transferrers, shaders, and similar positions, when of class 2 or lower classes. All the mechanical trades. All employees performing the duties of blasters, boarding masters, brakemen, bridge tenders, cement testers, concrete finishers, cranesmen, dam and valve tenders, deputy inspectors, divers, dredge engineers, electricians, enginemen (including all steam engineers not licensed), fort keepers, gardeners, gauge readers, handymen, helpers, janitors, leadsmen, light keepers, linesmen, lock masters, lockmen, powdermen, riggers, shipkeepers, stewards, strikers, telegraph and telephone linemen, trackmen, truckmen, and similar positions.

(*c*) The unclassified positions.

All unskilled laborers and those employed in positions such as the following are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen: Apprentices to the mechanical trades, axmen, bakers, boatmen, charwomen, cooks, cooks' helpers, deck hands, derrick hands, dredge hands, drillmen, drivers, floormen, hostlers, lamplighters, laundresses, oilers, sailors, scowmen, stevedores, stokers, teamsters, waiters, and weavers.

All unclassified employees are of class A or B. If any necessity arises for a higher rate of pay for any of the positions named in the preceding paragraph than is allowed in class B, and such employment is authorized by the Chief of Engineers, the position becomes a classified one, and the appointment must be made as for other employees in noneducational or trades positions.

Positions requiring an educational test, if not filled by reemployment from "furlough without pay" or from "laid off," reinstatement, transfer, or promotion, will be filled by certification from the eligible registers of the Civil Service Commission. Assistant engineers, and superintendents of class 5 will be appointed by promotion. Draftsmen are certified either from the junior engineer or draftsmen registers. In positions requiring no educational tests, vacancies which can not be filled by reemployment from "furlough without pay," or from "laid off," reinstate-

ment, transfer, or promotion, with exceptions noted below, will be filled by officers in local charge of engineering districts from lists prepared by local civil-service boards or from registers maintained in offices of civil-service district secretaries (see sec. 35). Superintendents of class 4 will be appointed by promotion. Special inspectors or overseers of class 3 will be appointed by promotion from inspectors or overseers of class 2, or by reclassification of those now in the service.

Apply for information concerning employment in any of the mechanical trades or other positions not requiring educational tests to the board of examiners for the Engineer Department at large in the engineer district in which employment is desired.

Boards for this service are located at the following places:

Baltimore, Md.	Little Rock, Ark.	Portland, Oreg.
Boston, Mass.	Los Angeles, Cal.	Rock Island, Ill.
Buffalo, N. Y.	Louisville, Ky.	St. Louis, Mo.
Charleston, S. C.	Manila, P. I.	St. Paul, Minn.
Chattanooga, Tenn.	Memphis, Tenn.	San Francisco, Cal.
Chicago, Ill.	Milwaukee, Wis.	San Juan, P. R.
Cincinnati, Ohio.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	Montgomery, Ala.	Seattle, Wash.
Dallas, Tex.	Nashville, Tenn.	Vicksburg, Miss.
Detroit, Mich.	New London, Conn.	Washington, D. C.
Duluth, Minn.	New Orleans, La.	Wheeling, W. Va.
Galveston, Tex.	Newport, R. I.	Wilmington, Del.
Grand Rapids, Mich.	New York, N. Y.	Wilmington, N. C.
Honolulu, Hawaii.	Norfolk, Va.	Yellowstone Park, Wyo.
Jacksonville, Fla.	Philadelphia, Pa.	
Kansas City, Mo.	Pittsburgh, Pa.	

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 43.)

Sec. 122. Engineer, Indian Service.—Age, 20 to 50 years; application and examination form, 1800. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by successfully passing more than one of the branches indicated. **In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.** Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two days will be required in case more than three branches are taken. Subjects of examination and relative weights of subjects on a scale of 100 shown under each branch are as follows:

Branch 1.—STEAM ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering installation, repair, and operation of boilers and steam engines and pumps, 60; TRAINING AND EXPERIENCE in handling steam engines and boilers and pumps, and fitness, 40.

Branch 2.—ELECTRICAL ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; TRAINING AND EXPERIENCE in handling electrical apparatus, and fitness, 40.

Branch 3.—HEATING; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering heating by hot water and exhaust or live steam, 60; TRAINING AND EXPERIENCE in handling heating plants, and fitness, 40.

Branch 4.—REFRIGERATION; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering systems of refrigeration and operation of necessary apparatus, 60; TRAINING AND EXPERIENCE in handling refrigerating apparatus, and fitness, 40.

Branch 5.—GAS AND GASOLINE ENGINES; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of gas and gasoline engines, 60; TRAINING AND EXPERIENCE in handling gas and gasoline engines, and fitness, 40.

Branch 6.—HYDRAULICS; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of water turbines and water wheels, 60; TRAINING AND EXPERIENCE in handling turbines and water wheels, and fitness, 40.

For information concerning the Indian Service, see section 32.

Sec. 123. Engineer, stationary steam, departmental service.—This examination will be given only when eligibles are needed. (See sec. 43.)

Sec. 124. Engraver, copperplate map (Geological Survey and Coast and Geodetic Survey).—Age, 18 years or over; application and examination form, 1800, and special form; applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

Sec. 125. Engraver, script, square letter, and vignette (Bureau of Engraving and Printing).—Age, 20 years or over; application and examination form, 1800, and special form; applications may be filed at any time. Applicants are required to file only one application form in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

Sec. 126. Engrossing clerk, departmental service.—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 5 (all first grade, see section 39); PRACTICAL TEST IN ENGROSSING, 50.

Competitors who fail to attain a rating of at least 70 in the test in engrossing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 127. Examiner of surveys, General Land Office.—See surveyor, General Land Office, section 234.

Sec. 128. Farmer, Indian Service.—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 1800, including the medical certificate; time allowed, six and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, 5; FARM ECONOMY, relating to farm implements, appliances, machinery, and construction of farm buildings, 30; PRACTICAL QUESTIONS IN FARMING, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening, as

applied to general farming, 35; KEEPING ACCOUNTS, 5; TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY, AND FITNESS, rated on form 1800 and corroborative evidence, 20. For information concerning the Indian Service see section 32.

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment. In order to become eligible a competitor must attain a rating of at least 65 per cent on farm economy and on practical questions in farming and an average percentage of not less than 70 on the entire examination.

The examination for farmer with knowledge of irrigation has been discontinued, but a register of eligibles will be established from the farmer examination of those whose statements show them to have had experience in irrigation.

Sec. 129. Farmer, with knowledge of irrigation, Indian Service.—This examination has been discontinued. See Farmer examination, section 128.

Sec. 130. Field clerk, Reclamation Service (formerly junior clerk).—See Forest and field clerk examination, section 135.

Sec. 131. Fish-culturist, Bureau of Fisheries.—Age, 20 to 45 years; application form, 304; time allowed, five and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 6; ARITHMETIC, 6; LETTER WRITING, 6; PENMANSHIP, 6; COPYING FROM PLAIN COPY, 6 (all second grade, see sec. 40); PRACTICAL QUESTIONS IN FISH CULTURE, 70. Four classes of examinations are given under the subject of fish culture, viz: (1) Pond-culture operations; (2) salmon, trout, and whitefish operations; (3) marine operations; (4) shad and pike-perch operations. Competitors must take one, and they may, if they desire, take more than one of these classes, an additional hour and a half being allowed for the examination in each after the first. A separate register of eligibles is maintained for each class of operations in fish-culture.

Competitors who fail to receive a rating of at least 70 in the subject of fish culture will not be eligible for appointment, and the remaining subjects will not be rated.

The position of car messenger is filled from this examination.

Sec. 132. Forest Service.—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed by competitive examination. With the exception of the examination for forest assistant, which is held annually, examinations for this service are held only when eligibles are needed. (See secs. 133 and 135.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires

additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

Sec. 133. Forest assistant, Forest Service.—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SILVICULTURE, comprising silvics, improvement of forests, methods of cutting for reproduction, artificial reforestation, etc., 20; ECONOMICS AND LAW, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; FOREST MANAGEMENT, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; FOREST PROTECTION, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; LUMBERING, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; ENGINEERING, comprising plane and topographic surveying, and the construction of roads, trails, etc., 10; DENDROLOGY, comprising the botanical classification and characteristics of forest trees, 10; FOREST PRODUCTS, comprising the utilization and preservation of wood, 5; TRAINING AND EXPERIENCE in theoretical and practical forestry, and fitness, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (*a*) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (*b*) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field.

See section 30 for time of filing application.

Sec. 134. Forest assistant, Philippine Service.—Age, 18 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 133.) For further requirements see section 34. Usual entrance salary, $1,400. Field expenses are allowed appointees when absent on duty from their permanent station.

Sec. 135. Forest and field clerk.—From the list of eligibles resulting from this examination appointments will be made to the positions of forest clerk in the Forest Service and field clerk (formerly junior clerk) in the Reclamation Service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 5; STENOGRAPHY, 25; COPYING FROM ROUGH DRAFT (typewriting, see sec. 248), 15; COPYING FROM PLAIN COPY (typewriting, see sec. 248), 10; ELEMENTS OF BOOKKEEPING, 20; ARITHMETIC (first grade, see sec. 39), 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed

will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 35.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

Sec. 136. Freedmen's Hospital.—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 269.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year unless lack of eligibles necessitates the rating of papers at other times.

Sec. 137. Geological Survey.—Temporary field positions in the Geological Survey are graded as follows:

Grade 1.—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

Grade 2.—Rodman, chainman, recorder, collector.

Grade 3.—Teamster, packer, cook, camp laborer, etc.

Grade 4.—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(*a*) When there are no eligibles on the appropriate register who will accept such employment.

(*b*) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(*c*) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due

to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary *employment* for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary *employment* for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of *employment* make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D.C.

For technical examinations held for positions in the Geological Survey, see sections 75, 142, 159, 160, and 245.

Sec. 138. Government Hospital for the Insane.—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D. C.

Sec. 139. Guard, United States Penitentiary Service.—Age, 21 to 60 years; application, Form 304. The medical certificate in Form 304 must be executed. Time allowed, three hours. Applications will not be accepted from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight, and the commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who show in their applications that they use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); PHYSICAL ABILITY, 20; TRAINING, EXPERIENCE, AND PRACTICAL FITNESS, 40.

Each applicant for examination for the position of guard will be required to submit to the examiner on the day he is examined a photograph of himself taken within two years, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph.

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the State of Washington are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge

of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 140. Horticulturist.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 141. Hospital interne, Isthmian Canal Service.—This examination has been discontinued. Appointments will hereafter be made from the physician register. (See sec. 192.)

Sec. 142. Hydrographic engineer, Geological Survey.—Age, 20 years or over; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third, fourth, and fifth on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 20; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 10; THEORY AND PRACTICE OF STREAM GAUGING, 20; TOPOGRAPHIC AND LINEAR DRAWING AND LETTERING, consisting of right line and free-hand pen work, and simple lettering for drawings, 10; TRAINING, EXPERIENCE, AND FITNESS, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience.

From the register established as a result of this examination certification will be made in accordance with the ratings received on training and experience. Those who receive 90 per cent or over on this subject will be eligible for engineer positions at salaries ranging from $2,400 to $3,000 per annum; those who receive a rating on this subject of 80 per cent or over but less than 90 will be eligible for certification to assistant engineer positions at salaries ranging from $1,620 to $2,160 per annum, and those who receive ratings on this subject of 70 per cent or over but less than 80 will be eligible for certification to junior engineer positions at salaries ranging from $960 to $1,380 per annum. Promotions from lower to higher grades may be made from time to time at the discretion of the department.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 143. Immigrant inspector, Immigration Service. From this examination the positions of immigrant inspector and Chinese inspector will be filled.—Age, 20 to 55 years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 39); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 40); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING, EXPERIENCE, AND FITNESS, 20.

Competitors who fail to receive a rating of at least 70 in the subject practical questions in the immigration and Chinese-exclusion laws and regulations will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Commerce and Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to question 1 of their applications may also be examined in one or both of the following optional subjects: (1) STENOGRAPHY AND TYPEWRITING, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 14, and the typewriting tests of copying from rough draft, copying and spacing, and copying from plain copy will be given weights of 2, 3, and 2, respectively. (See sections 217 and 248 for description of tests.) No competitor who attains an average of less than 70 in these tests, combined with the relative weights indicated above, will be eligible in this optional. Time, not to exceed three and one-fourth hours. (2) INTERPRETING one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindoo, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be furnished a copy of Form 1141, and the languages selected must be specifically named in answer to question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line north and south. For mounted inspector, Immigration Service, on the Mexican border see section 183.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 144. Indian Insane Asylum.—The board of examiners for this asylum has been abolished. Positions in this asylum will hereafter be filled from appropriate eligible registers for the departmental and Indian services.

Sec. 145. Indian irrigation and allotment services.—All positions in these services are classified and subject to examination except those hereafter mentioned under the heading "Unskilled laborers." The positions are divided into two general classes—first, those requiring an educational test, and, second, those requiring no educational test, and known as trades positions.

Educational positions.—The principal positions requiring an educational test are: Engineers; assistant engineers; junior engineers; surveyors; draftsmen; clerks, bookkeepers, stenographers, skilled laborers, copyists, and typewriters; specialists or experts. Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission.

Trades or noneducational positions.—Supervisors of ditches; superintendents of construction or grading; foremen; timekeepers; rodmen, chainmen, and similar

positions; carpenters, blacksmiths, masons, and sawyers. All employees performing special duties, such as concrete finishers, cranesmen, dam and head-gate tenders, dredge engineers, ditch riders, electrical assistants, enginemen, line riders, powdermen, riggers. The employment of Indians in any of these positions is permissible without registration.

Applications for these positions are to be made to local boards of examiners.

Local boards of examiners have been constituted by the commission at the following points: California—Office of Chief Engineer, Federal Building, Los Angeles, Cal. Idaho—Office of Superintendent of Irrigation, Fort Hall, Idaho. Montana—Office of Special Allotting Agent, Poplar, Mont. New Mexico—Office of Superintendent of Irrigation, Albuquerque, N. Mex. Oregon—Office of Superintendent of Irrigation, Klamath Agency, Oreg. South Dakota—Office of Special Allotting Agent, Pierre, S. Dak. Utah—Office of Superintendent of Irrigation, Myton, Utah. Washington—Office of Special Allotting Agent, Fort Spokane, Miles post office, Wash.; Office of Superintendent of Irrigation, Toppenish, Wash. Wyoming—Office of Superintendent of Irrigation, Wind River, Wyo.

Unskilled laborers.—Unskilled laborers, such as apprentices in mechanical trades, axmen, bakers, cooks, derrickmen, drillmen, drivers, hostlers, teamsters, etc., to be appointed by the engineer in charge without examination.

Sec. 146. Indian reservation superintendent, Indian Service.—Age, except employees of the Indian Service, 25 years or over; application form 304, including the medical certificate, and special form.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Applications, with the accompanying examination material, will be rated and the register replenished quarterly, as soon as practicable after the first of January, April, July, and October. To receive consideration for a particular quarter, applications must be filed not later than the fifteenth of the preceding month. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION AND SPECIAL TRAINING, 30; SPECIAL EXPERIENCE AND FITNESS, 40; ESSAY, 10; THESIS, 20.

The requirements of this examination demand that those who obtain eligible ratings must have had a broad general education and considerable special training along the lines of business management, economics, political science, applied sociology, and history, and have been reared in such economic and social environments as have brought them into real contact with the various kinds of humanity and the conditions under which they live. Experience in dealing with Indians or of a sociological nature is important. They should also have had executive experience, that along agricultural, industrial, or financial lines being considered valuable.

The duties of this position will be of a supervisory nature and will relate to farming (sometimes with irrigation), forestry, boarding schools and district day schools, grazing, questions of health (particularly tuberculosis and trachoma), combating the liquor traffic with Indians, and all human problems that can arise out of these various relations. Many of these reservations are as large as some of the smaller Eastern States, have several thousand Indians upon them, and possess varied natural resources. Each superintendent is therefore bound to come in contact with difficult economic and sociological problems.

The salaries of these positions range from $1,200 to $3,000 per annum.

For information concerning the Indian Service, see section 32.

Sec. 147. Industrial teacher, Indian Service.—Female, see Matron, section 175; male, see Farmer, section 128.

Sec. 148. Industrial teacher (men only), Philippine Service.—Applications for this position are received by the commission at any time.

The next examination will be held on March 12–13, 1913. Age, 20 to 40 years; application form 2, including medical certificate. Time allowed, six hours if the

competitor takes the practical questions in ironworking or woodworking, but not both. If the questions in both are taken, one hour additional will be allowed for the additional questions. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING on some subject relating to the trade, 15; PENMANSHIP, 5; ARITHMETIC, comprising problems involving addition, subtraction, multiplication, division, elementary bookkeeping, percentage, decimals, and problems in mensuration, 10; METHODS OF PRESENTING AND TEACHING THE TRADE, 20; PRACTICAL QUESTIONS, including a simple mechanical drawing, IN (*a*) IRONWORKING and (*b*) WOODWORKING (competitors may be examined in either (*a*) or (*b*) or may take both if they desire), 30; TRAINING, EXPERIENCE, AND FITNESS, 20.

The work of American men teachers is largely of a supervisory character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high school subjects, and are applicants for appointment.

Industrial work is being emphasized more strongly each year. Teachers of carpentry and forging and machine-shop practice are in great demand. There is need for men with sufficient knowledge of machinery to run small sawmills.

Practical teachers who are masters of their trades will find responsible and remunerative positions. More than thirty provincial schools are fully equipped with woodworking machinery, and many have both woodworking and ironworking machinery.

Applicants for this examination should have had experience in teaching these trades or should have had school training in them. Persons who are merely journeymen are not desired.

Competitors must supply themselves with small drawing board, drawing instruments, and india ink.

For further requirements see section 34.

Sec. 149. Inspector's assistant (males only), Bureau of Animal Industry, Department of Agriculture.—Appointments will be made from this register to positions which were formerly filled from the tagger register. Age, 20 to 40 years; application form, 304; time allowed, six hours. Applicants must show in their applications that they have had at least three years' experience in handling meats or meat-producing animals. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 40); PRACTICAL QUESTIONS, 50. Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment, and the remaining subjects will not be rated.

The duties of this position are to assist both veterinary inspectors and meat inspectors at slaughterhouses and packing establishments in connection with their duties as inspectors of meat and meat-food products.

The entrance salary of this position is $840 per annum.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 150. Internal-revenue examination.—For information and application form applicants should write to the secretary of the board of examiners at the headquarters of the civil-service district in which they reside. (See sec. 35.)

Sec. 151. Interpreter.—This examination will be held only when eligibles are needed. (See sec. 43.) Persons requesting to be notified of this examination should state the languages in which they are proficient.

Sec. 152. Irrigation engineer, Department of Agriculture.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 153. Irrigation engineer, Reclamation Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 154. Junior engineer (mechanical), Bureau of Mines.—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of five and seven hours, respectively. The first two subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; ESSAY on a mechanical engineering subject, accompanied by sketches, 20; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MECHANICAL ENGINEERING, INCLUDING TESTING OF FUELS, 30; TRAINING, EXPERIENCE, AND FITNESS, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mechanical engineering, or that they are senior students in such institutions and will complete the required course in June of the current year.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 155. Junior engineer (mining), Bureau of Mines.—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; MINERALOGY AND GEOLOGY, 10; ESSAY, accompanied by sketches, on a subject relating to mining, 10; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MINING OPERATIONS, including tunneling, blasting, hoisting, ventilation, shaft sinking, etc., 30; TRAINING, EXPERIENCE, AND FITNESS, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mining engineering, or that they are senior students in such institutions and will complete the required course in June of the current year.

Sec. 156. Junior engineer (civil), Engineer Department at Large.—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Applicants for this position will be given the examination for civil engineer in the Departmental Service. (See sec. 74 for entrance requirements and description of tests.) From the eligible list secured as a result of this examination, selection may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at Large. The War Department states that a competitor who attains eligiblility as result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who comply with the limits prescribed, are eligible for admission to the War Department examination without further test by this Commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Sec. 157. Junior engineer (mechanical or electrical), Engineer Department at Large.—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Time allowed, two days of six and four hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; CONSTRUCTION AND OPERATION of boilers, engines, electric machinery and apparatus, materials of construction, etc. (general questions on mechanical and electrical engineering), 25; THEORY AND PRACTICE OF (*a*) MECHANICAL ENGINEERING, or (*b*) ELECTRICAL ENGINEERING (questions on advanced theory and practice), the competitor to select (*a*) or (*b*), 30; TRAINING, EXPERIENCE, AND FITNESS (see section 30 for time of filing application), 25.

Competitors in this examination will be allowed to use a slide rule.

No applicant who has not had at least five years' good experience in mechanical (or electrical) engineering work will be admitted to this examination. Graduation in mechanical (or electrical) engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of mechanical (or electrical) engineering about to graduate or just graduated and others who have filled minor positions and who have not received a suitable technical training will not be admitted to the examination.

From the eligibles secured as a result of this examination, selections may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at Large. The War Department states that a competitor who attains an eligibility as result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who comply with the limits prescribed, are eligible for admission to the War Department examination without further test by this Commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Sec. 158. Junior engineer, Reclamation Service.—Age, 20 to 45 years; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third and fourth on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical, use of tables of logarithms, elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 20; DRAWING AND LETTERING, problem to show a knowledge of construction and use of contours, 15; TRAINING, EXPERIENCE, AND FITNESS, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience. Junior engineers may be appointed assistant engineers (see sec. 55), provided they possess the requisite qualifications, and may be promoted to engineer positions in the discretion of the department. Failure to attain 70 per cent in experience will not in itself render a competitor in this examination ineligible.

From the eligible list obtained from this examination secondary positions in the Reclamation Service, with a salary of $900 and upward per annum, will be filled. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for junior engineer may be placed on the register for assistant engineer (see sec. 55) if his ratings and experience are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Applicants should provide themselves with a straightedge, a scale showing 400 feet to the inch, and such other drawing instruments as may be necessary in making a contour map.

NOTE.—All questions are such that any competent third or fourth year technical student with little practical experience may be expected to answer them satisfactorily.

Sec. 159. Junior engineer, Technologic Branch, Geological Survey.—See Junior engineer, Bureau of Mines, sections 154 and 155.

Sec. 160. Junior topographer.—(Formerly topographic aid examination.) Age, 20 to 30 years, except that the maximum age limit in the case of men who have had five field seasons' experience in any Government bureau as technical field assistants doing topographic work similar to that executed by the Geological Survey is 35 years.

Application form, 1312. The medical certificate on the application form must be executed. Time allowed, two days of six and seven hours, respectively. The first and second subjects will be given on the first day; the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 15; SURVEYING, USE AND CARE OF INSTRUMENTS, AND ELEMENTS OF ASTRONOMY as applied to surveying (the field questions are all elementary in character and do not involve any mathematical knowledge beyond that required under subject 1), 15; CONTOUR CONSTRUCTION, consisting of drawing contour lines from given perspective view, 25; TOPOGRAPHIC DRAWING AND LETTERING, 15; TRAINING, EXPERIENCE, AND FITNESS, 30.

Appointment to permanent positions in the Geological Survey will be made from the junior topographer register. Certifications for filling temporary positions during the field season will be made from the topographic aid register. (See sec. 245.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject "training and experience.'

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 161. Kindergarten teacher, Indian Service.—Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of kindergarten teacher in the same school; application form, 1312; time allowed, two days of five hours each; first seven subjects are given on the first day, the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing 20 or more misspelled words, 5; PEDAGOGY, one or more topics relating to the principles of kindergarten instruction, to be discussed in essays of not less than 100 to 250 words, 10; ARITHMETIC AND

FORM STUDY, questions concerning the relation of kindergarten gifts and occupations to number and form, 10; LANGUAGE, questions relative to teaching English in primary and kindergarten work, 5; GEOGRAPHY, questions relative to the presentation of the elements of geography to kindergarten and primary pupils, 5; NATURE STUDY, questions on topics relative to the teaching of this subject in primary instruction, 5; DRAWING, tests in graphic free-hand sketching, chiefly to test ability to illustrate lessons in kindergarten and primary instruction, 10; PSYCHOLOGY OF CHILDHOOD, questions on topics relative to the principles of psychology involved in kindergarten and primary instruction, 10; USE OF KINDERGARTEN MATERIALS, practical tests with kindergarten materials to determine the competitor's ability to use them in school work, 15; SONGS, GAMES, AND STORIES, questions on topics designed to test competitor's familiarity with this subject in kindergarten work, 15; PHYSIOLOGY AND HYGIENE, questions having special reference to the proper care and consideration to be given by the teacher to kindergarten and primary pupils, 5. For information concerning the Indian Service see section 32.

Sec. 162. Law clerk, departmental service.—Age, 20 years or over; application form, 1312; time allowed, two days of five hours each. The first five subjects are given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); LAW, embracing practical questions upon nearly the entire field of law, excepting technical rules of practice and statutory laws not common to all the States, 70. Competitors who fail to attain a rating of 70 in the subject of law will not be eligible for appointment and the remaining subjects will not be rated.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 163. Law clerk, stenographer and typewriter.—From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography and typewriting, and to the position of naturalization examiner in the Department of Commerce and Labor. This examination supersedes the examination for naturalization examiner. Age, 22 to 40 years, but no eligible who is under 27 years of age will be certified to the position of naturalization examiner, and no person under 24 years of age will be certified for appointment to a position in the Field Service; application form, 304. Time allowed, two days of six and six and one-half hours, respectively. The first seven subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY (see sec. 217), 20; COPYING FROM ROUGH DRAFT (typewriting, see sec. 217), 5; COPYING AND SPACING (typewriting, see sec. 217), 5; COPYING FROM PLAIN COPY (typewriting, see sec. 217), 5; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10; ARITHMETIC (first grade, see sec. 39), 5; SPELLING (first grade, see sec. 39), 5; LAW (law clerk, see sec. 162), 35; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 5.

These positions offer opportunities for advancement in work and salary in the Division of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

In order to become eligible as a result of this examination competitors must attain a rating of at least 70 in the subject of law, of at least 70 in stenography, and an average of at least 70 in the three typewriting tests combined. Should a competitor fail in these subjects, the remaining subjects of his examination will not be considered.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 164. Librarian.—This examination will be held only when eligibles are needed. (See sec. 43.) See also Scientific Assistant examination, section 211.

Sec. 165. Library assistant.—This examination will be held only when eligibles are needed. (See sec. 43.) See also Scientific Assistant examination, section 211.

Sec. 166. Library of Congress.—Applicants for positions in the Library of Congress should address the Librarian of Congress, Washington, D. C., as these positions are not in the classified service.

Sec. 167. Life-Saving Service.—A person to be eligible for appointment to the position of surfman must be a citizen of the United States; not under 18 nor over 45 years of age; not less than 5 feet 5 inches in height; not less than 135 nor more than 205 pounds in weight without clothing; reside in the district in which he seeks employment; be able to read and write the English language; must not have passed an examination for surfman within approximately one year next preceding; MUST BE A GOOD SWIMMER; must have had at least three years' experience as a surfman; sailor, with incidental experience as row boatman; or row boatman: *Provided*, That where an applicant has had at least one year's experience in the handling and operating of motor boats in rough water, two years' experience as surfman; sailor, with incidental experience as row boatman; or row boatman shall be considered sufficient: *Provided further*, That no credit shall be allowed for experience of any kind obtained before the age of 15 years. No educational test is required.

The names of persons who are found upon examination to be eligible will be entered upon the register of eligibles quarterly—January 1, April 1, July 1, and October 1. Applications that are received in complete form at the Commission prior to December 15, March 15, June 15, and September 15 will be considered for the register to be established on the first of the next succeeding month.

Applications for examination may be filed at any time. Apply for information concerning examinations for surfman in this service to the keeper of the life-saving station nearest your place of residence.

Clerical and other positions in this service are filled in the same manner as similar positions in other parts of the classified service.

Sec. 168. Lighthouse Service.—All clerks, stenographers and typewriters, typewriters, and other clerical employees, and messengers, watchmen, and skilled laborers will be appointed through certification from registers established in the civil-service district in which the appointments are to be made. (See sec. 35.) Superintendents, assistant superintendents, aids, cadet engineers, and cadet officers and all other technical or professional employees will be appointed through certification from registers established by the Civil Service Commission or in other manner prescribed by the civil-service rules.

All mechanics, foremen, and master mechanics who are not excepted from examination, keepers, assistant keepers, and other competitive employees of lighthouse tenders, light vessels, and light stations not designated in the preceding paragraph are appointed by selection from the proper register of eligibles prepared by the local boards unless appointed in some other manner permissible under the civil-service rules.

Apply for information concerning examinations for this service to the inspector of the lighthouse district in which employment is desired. Numbers of districts and headquarters are as follows:

1st.....Portland, Me.	11th.....Detroit, Mich.
2d.....Boston, Mass.	12th.....Chicago, Ill.
3d.....Tompkinsville, N. Y.	13th.....Rock Island, Ill.
4th.....Philadelphia, Pa.	14th.....Cincinnati, Ohio.
5th.....Baltimore, Md.	15th.....St. Louis, Mo.
6th.....Charleston, S. C.	16th.....Ketchikan, Alaska.
7th.....Key West, Fla.	17th.....Portland, Oreg.
8th.....New Orleans, La.	18th.....San Francisco, Cal.
9th.....San Juan, P. R.	19th.....Honolulu, Hawaii.
10th.....Buffalo, N Y.	

See also sections 47, 69, 70, 105, and 230.

Sec. 169. Linotype operator.—See Printer, section 201.

Sec. 170. Local and assistant inspector of boilers, Steamboat-Inspection Service.—Age, 25 to 55 years; application form, 1087.

An applicant for the position of local inspector of boilers must have had at least five years' actual practical experience as chief engineer of ocean or inland steamers of American registry of over 100 gross tons, or as first assistant engineer of steamers of American registry of 600 gross tons or over, at least one year of which experience must have been within the five years next preceding the date of application. The experience required must have been under United States license, and the fact that he has been licensed must be of record in the Department of Commerce and Labor. A person who has had the required experience on any vessels owned and operated by the United States, whether under license or not, or who has had three years' experience at sea as a commissioned engineer officer or as a warrant machinist in the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service.

An applicant for the position of assistant inspector of boilers must have the same qualifications as for local inspector, except that the term of service required must be three years, at least one year of which must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to question 1 of their applications.

In making certifications for the positions of local and assistant inspector of boilers in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles regardless of legal residence who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days of eight hours each. The first and second subjects will be completed and the third subject begun on the first day. The third subject will be completed on the second day.

If the competitor is examined for both the lake and river service and the seacoast and harbor service, four hours will be allowed on the third day for the additional questions on boilers and machinery.

Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest. Competitors are permitted to select one of two subjects given, 10; ARITHMETIC, including problems in common and decimal fractions, mensuration, and square root, 10; BOILERS AND MACHINERY, comprising practical questions relating to boilers, engines, and machinery of steam vessels, and strength of boiler material, 60; TRAINING, EXPERIENCE, AND FITNESS, 20.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of boilers he must receive at least 70 per

cent on the examination in boilers and machinery, and an average percentage on the entire examination of at least 70.

Form 1405, containing further information concerning the positions of local and assistant inspector of boilers, will be furnished upon application to the Commission.

Sec. 171. Local and assistant inspector of hulls, Steamboat-Inspection Service.—Age, 25 to 55 years; application form, 1087.

The examinations are of the following classes: 1. For seaboard and harbor ports. 2. Lake and river ports.

In the following, the terms "seaports" and "seaboard ports" refer only to the ports of Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass ; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.; and the term "inland ports" refers to all other inspection ports.

An applicant for the position of local inspector of hulls for seaboard ports must have had at least five years' actual practical experience, under United States license, as master of seagoing steam vessels or of inspected seagoing motor vessels of American registry of over 100 gross tons, or as chief mate of seagoing steam vessels of American registry of over 100 gross tons, a portion of which time must have been on seagoing steam vessels or on inspected seagoing motor vessels of 500 gross tons or over, or as second mate of seagoing steam vessels of American registry of over 4,500 gross tons; for inland ports an applicant must have had at least five years' actual practical experience, under United States license, as master or first-class pilot of steam vessels or of inspected motor vessels of American registry of over 100 gross tons. At least one year of the required five years' experience must have been within the five years next preceding the date of application. The experience as master must have been on vessels required by law to carry a licensed master. The fact that the applicant has been licensed must be of record in the Department of Commerce and Labor. A person who has had the required experience on any steam vessels owned and operated by the United States, whether under license or not, or who has served at sea for three years as a line officer of the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service. An applicant for the position of local or assistant inspector of hulls must be free from the defect of color-blindness.

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service must be three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to question 1 of their applications.

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation. 2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New York, N. Y. (Inland register.) 3. Ports on the Gulf of Mexico, including New

Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala. 4. Ports on the Great Lakes. 5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles regardless of legal residence who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

Examination for ports not requiring a knowledge of sea navigation.—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, comprising problems in common and decimal fractions, mensuration, and square root, 10; HULL CONSTRUCTION, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; PILOT RULES AND INLAND NAVIGATION, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; LIFEBOATS AND LIFE RAFTS, comprising questions relating to the capacity of lifeboats and life rafts, 10; TRAINING, EXPERIENCE, AND FITNESS, 20.

Examination for ports requiring a knowledge of sea navigation.—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, 10; HULL CONSTRUCTION, 20; PILOT RULES AND INLAND NAVIGATION, 20; LIFEBOATS AND LIFE RAFTS, 10; SEA NAVIGATION, including practical questions relating to sea navigation, 10; TRAINING, EXPERIENCE, AND FITNESS, 20.

NOTE.—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, T. H.; Jacksonville, Fla.; Juneau, Alaska; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,[1] N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga., and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent on the examination in hull construction, at least 70 per cent in pilot rules and inland navigation, at least 70 per cent in each of the problems in sea navigation

[1] At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

(where examination in sea navigation is required), and an average percentage on the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navigator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the Commission.

Sec. 172. Magazine attendant.—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 35.)

Sec. 173. Manual training teacher, Indian Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 174. Mate, Coast and Geodetic Survey.—Age, 21 to 45 years; application and examination form, 1800, and three vouchers on Form 1253. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration only to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service, showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service and if found physically disqualified will be rejected.

Sec. 175. Matron, Indian Service.—From the list of eligibles resulting from this examination appointments will also be made to positions of [illegible] female industrial teacher. Age, 24 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for an examination for the position of matron in the same school; application and examination form, 1800, including the medical certificate; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING, EXPERIENCE, AND FITNESS, 15.

For information concerning the Indian Service, see section 32.

Sec. 176. Meat inspector, Bureau of Animal Industry, Department of Agriculture.—This examination will be held only when eligibles are needed. (See sec. 43.) For Veterinarian see section 252.

Sec. 177. Mechanical and electrical engineer.—This examination will be held only when eligibles are needed. (See sec. 43.) (See junior engineer, mechanical or electrical, sec. 157.)

Sec. 178. Mere unskilled laborer.—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from $240 to $660 per annum, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia are held annually. Issuance of applications to those applying in person will begin on the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 35.)

Sec. 179. Messenger, departmental service.—See Subclerical examination, section 228.

Sec. 180. Messenger boy, departmental service.—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washington this examination is held *only at Washington.* The salary of the position is so small that it is not desirable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

Sec. 181. Mint and Assay Service.—Mint or assay offices are located in the following-named cities:

Mints.—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

Assay offices.—Boise, Idaho; Carson, Nev.; Charlotte, N. C.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

No application for appointment to or employment in any mint or assay office will be accepted from any person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the mint and assay service are arranged in the following schedules:

Schedule A, positions excepted from examination by the civil-service rules.—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

Schedule B, technical positions.—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner,

assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

Schedule C, clerical positions—Subdivision 1: Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashiers in assay offices other than that of New York City, assistant cashier, bookkeeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

Schedule D, mechanical trades and other skilled positions.—For all positions under this schedule evidence will be required of the physical fitness of applicants to fill the positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selecter, superintendent of building, telephone operator, watchman.

Schedule E, technical assistants.—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

Schedule F, unclassified positions.—Appointments to these positions in the assay offices at New York, Seattle, and St. Louis, and in the mints at Denver, New Orleans, Philadelphia, and San Francisco, shall be made from the labor registers kept by the secretary of the appropriate civil-service district. In other assay offices appointments to this schedule may be made without registration.

Persons appointed to Schedule F shall not be assigned to duties pertaining to other schedules. The duties of a position and not its designation determine its inclusion in Schedule F. Positions, however designated, must not be treated as unclassified unless their occupants are regularly engaged wholly on mere unskilled manual labor. Among such duties are included charwork, care of animals, harness, and wagons, loading wagons, and moving heavy materials.

Examinations for positions in this service are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the secretary of the civil service district in which the mint or assay office in which employment is desired is located. (See sec. 35.)

Sec. 182. Monotype operator.—See printer, section 201.

Sec. 183. Mounted inspector, Immigration Service.—This examination is held for filling positions of mounted inspector in the Immigration Service on the Mexican border. Persons appointed as a result of this examination will not be eligible for promotion to regular inspector positions without having first passed the examination which is given for entrance to the service as immigrant or Chinese inspector. Age, 21 to 45 years; application forms 304 and 1878; time allowed, four hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 4; ARITHMETIC, 4; LETTER WRITING, 4; PENMANSHIP, 4; COPYING FROM PLAIN COPY, 4 (all third grade, see sec. 41);

PRACTICAL QUESTIONS (as to the general features of the immigration and Chinese exclusion laws), 30; TRAINING, EXPERIENCE, AND FITNESS, 50.

Applicants for this position should be capable of performing the arduous work incident to what is known as "line riding," which involves the performance of duty in the rough and mountainous country along the Mexican boundary far remote from the centers of civilization.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 184. National Military Parks.—The names and locations of national military parks are as follows: Chickamauga and Chattanooga National Park, Chattanooga, Tenn.; Gettysburg National Military Park, Gettysburg, Pa.; Shiloh National Military Park, Pittsburg Landing, Tenn.; Vicksburg National Military Park, Vicksburg, Miss. For information concerning examinations for positions in this branch of the service apply to the district secretary of the civil service district in which employment is desired. (See sec. 35.)

Sec. 185. Naturalization examiner, Department of Commerce and Labor.—This examination has been superseded by the law clerk-stenographer and typewriter examination. (See sec. 163.)

Sec. 186. Nautical expert, Hydrographic Office.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 187. Navy-Yard Service.—A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it.

All artisans and supervising artisans at navy yards or naval stations, or elsewhere in the field service of the Navy Department, not specifically excepted by law or Executive order, are included in the competitive classified service. All other positions embraced in Groups 2 to 5 (*b*), inclusive, in the list below are also in the competitive classified service.

The force in the navy-yard service is divided under five groups, as follows:

UNCLASSIFIED.—*Group 1.* Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge, such as boys; boys, boiler scalers; hod carriers; laborers, common; stable keepers; teamsters.

CLASSIFIED.—*Group 2.* Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge, such as apprentices; boys, rivet heaters; dredgers; helpers; holders-on.

Group 3. Artisans, such as anchor makers; angle smiths; blacksmiths; block makers; boat builders; boiler makers; buffers and polishers; cabinetmakers; calkers; carpenters; carvers; chain makers; coffee roasters; coopers; coppersmiths; core makers; die sinkers; divers; drillers; drivers; electroplaters; engine tenders; fasteners; finishers; firemen; flag makers; flange turners; forgers; furnace men; galvanizers; gardeners; gas fitters; hammermen; harness makers; hostlers; horseshoers; joiners; leather workers; letterers and grainers; machinists; masons; mechanics, electrical; mill men; millwrights; model makers; molders; oakum spinners; ordnance men; packers; painters; pattern makers; pavers; pile drivers; pipe coverers; pipe fitters; plasterers; plumbers; punchers and shearers; reamers; riggers; riveters; rollers, iron; sailmakers; saw filers; sawyers; seamstresses; sheet-metal workers; ship fitters; shipsmiths; shipwrights; slaters; spar makers; steam fitters; stonecutters; tinners; tin roofers; tool makers; tool sharpeners; turners; upholsterers; varnishers and polishers; wharf builders; wheelwrights; wiremen.

Group 4. Supervising artisans, such as master mechanics, foremen; quartermen and leading men, in charge; foremen, quartermen, and leading men serving under other supervising artisans.

Group 5. (*a*) Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification, such as artisan inspectors; assistant examiners; planners and estimators; progress men.

(*b*) Special employees who are required to have educational and technical qualifications, such as clerks; draftsmen; laboratorians; messenger boys; messengers; subinspectors; watchmen. The term "clerk" as here used is a general one, and includes the positions of bookkeeper, stenographer, and typewriter in addition to those usually designated as clerk.

Applications for employment in Groups 1, 2, and 3 will be received at the office of the labor board at the navy yard or naval station on each working day of the year. The names of applicants for positions named in the groups referred to but not appearing on the approved annual schedule of wages will be recorded, and the necessary blank forms will be forwarded to them through the mails, if there is need of eligibles in their trade or occupation during the year. Applicants for positions which appear on the approved annual schedule of wages will be furnished with the blank forms to be executed by them, which forms must be returned, properly executed, at least two weeks before the end of the current quarter; otherwise they will be considered in the next quarter.

The positions embraced in Groups 4 and 5 (*a*), when not filled by promotion, may be filled by competitive examination. If an open competitive examination is to be held, notice thereof will be given by publication in the local press and by posting in the navy yard.

Positions embraced in Group 5 (*b*) in the field service are filled from registers maintained by the civil-service district secretaries (see sec. 35). For information concerning examinations for these positions application should be made to the district secretary of the civil-service district in which is located the navy yard or station in which employment is desired.

Applicants for employment in the occupations embraced in Group 1 will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which includes a strength test.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training, experience, and fitness. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence. The relative standing of competitors in open competitive examinations for positions embraced in Groups 4 and 5 (*a*) will be determined in the same manner.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, between 21 and 28 years; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion, satisfactorily, of the usual probationary term of six months a per diem clerk is given an absolute appointment and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work	$2.00 to $2.48	$626.00 to $776.24
Bookkeeping	2.48 to 3.04	776.24 to 951.52
Typewriting	2.48 to 2.80	776.24 to 876.40
Stenography	3.04 to 3.76	951.52 to 1,176.88

Vacancies for clerks at navy yards where the compensation is in excess of $3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and, in the discretion of the Secretary of the Navy, said leave may be extended not to exceed 15 days in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of 1¼ days per month, as earned.

Sec. 188. Observer, Weather Bureau.—See assistant observer, section 59.

Sec. 189. Ordnance Department service.—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; chemist, assistant; draftsman, skilled; draftsman, mechanical; draftsman, assistant; draftsman, apprentice; engineer, constructing; engineer, testing machine; photographer; clerk (qualifications, telegraph operator, typewriter, stenographer, translator); timekeeper; skilled office laborer (minor clerical qualifications); guard, messenger, watchman, and skilled laborer.

The noneducational or trades positions requiring no educational tests are: Master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; superintendent of bridges; magazine keeper; storehouse keeper; storehouse keeper, assistant; steamboat captain.

Foreman: armament, annealer, melter, packer, tinsmith. Assistant to inspector of ordnance. Inspector: chief, assistant, of barrels, of forgings, of small parts. Assistant foreman: Box maker, cartridge maker, fuse maker, melter, packing-box maker, packer and shipper, shrapnel maker. Assistant in experimental firing.

Annealer; assembler; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; blacksmith; bluer; boiler maker; box maker and sawyer; brass molder; brazier; bricklayer; browner; burnisher; carpenter; casehardener; core maker; corrector of components; crane man; cutter; die-sinker; drop forger; dynamotender; electrician; engineer; engineer, marine; engineer, locomotive; farrier; file cutter; filer; fireman; gauge maker; grinder; hair spinner; hammersman; harness maker; instrument maker; jeweler; lathe operator; lineman; machinist; machinist, resident; machinist, armament; mason; mechanic; melter; miller; millwright; molder; packer; pad maker; painter; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; saddler; screw maker; screw maker, hand; screw maker, automatic; sewing-machine operator; shaver; slater; stocker; stonecutter tapper; temperer; tinsmith; tool grinder; tool maker; tool keeper; tool smith; weigher; wheel tender; wire man; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; skilled laborer handling high explosives; laboratory assistant; steam-hammer driver.

Draw operator; draw tender; janitor; deck hand; helpers—blacksmiths', brass workers', carpenters', crane track, electricians', furnace, machinists', molder's, polishers', printers', sewing-machine operators', steam fitters'; machine attendant; oiler; oil-furnace tender; shop tender; switchman; vitrioler.

Charwoman; laborer; stableman; sweeper; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 35.)

Boards for this service are located at the following places:

Augusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

Sec. 190. Pharmacist, third class, Public Health Service.—Age, 21 to 30 years; application form, 1312; time allowed, two days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 40); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopœia, 40; MATERIA MEDICA, comprising the origin and preparation and general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

This examination will not be given during the spring of 1913, and inquiries concerning it should not made until July 15, 1913, when the next edition of the Manual will be ready for distribution,

Sec. 191. Photographer.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 192. Physician.—Men only will be admitted to this examination. From this examination appointments will be made to the position of physician in the Indian Service, physician in the Isthmian Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examnation will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Isthmian Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Isthmian Canal and departmental services.* Unmarried men are preferred by the Isthmian Canal commission.

Application form 2 for the Philippine Service and form 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on form 2 must be executed by some medical officer in the service of the United States. (See sec. 34.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been graduated. Special credit will be given to physicians who have had at least one year's experience as interne in a general hospital or who have been for a year or more a member of the house staff of a large metropolitan hospital. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

For further information concerning the Indian Service see section 32; concerning the Isthmian Canal Service see section 33; and concerning the Philippine Service see section 34. Wherever practicable appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels, and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal question sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, the subject-matter to be upon an assigned topic of medical or surgical interest, 5; ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 15; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING, EXPERIENCE, AND FITNESS, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from $900 to $1,100 per annum; in the Isthmian Canal Service, $1,800 per annum; in the Philippine Service, from $1,600 to $1,800 per annum, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from $480 to $1,800 per annum; and in the Coast and Geodetic Survey the entrance salary is $1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

Sec. 193. Plate printer, Bureau of Engraving and Printing.—Age 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate

printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. For further information see section 42.

Sec. 194. Postal clerk, Isthmian Canal Service.—Vacancies in this position will be filled by transfer of qualified persons already employed in the Federal service, and examinations will be held only when eligibles are needed.

Sec. 195. Postal Savings System.—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices and applicants desiring such positions should enter the regular post-office examination.

Sec. 196. Postmaster, fourth class.—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as $500 per annum is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules. Examinations are held only when eligibles are needed to fill existing or contemplated vacancies, and are duly announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than $500 per annum is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Sec. 197. Post-office inspector, Post Office Department.—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department or in the office of the Auditor for the Post Office Department for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

Sec. 198. Post-office service.—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnishing information in regard to and holding of examinations. For information relative to appointment to positions in post offices other than first or second class, application should be made to the Postmaster General, Washington, D. C. Apply for information concerning examinations for positions in first and second class post offices to the board of examiners at the post office in which employment is desired. (See secs. 35 and 194.)

Sec. 199. Press feeder (cylinder or platen), Government Printing Service.—Age, male, 21 years or over; female, 18 years or over; application forms, 304 and 1145; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 16; ARITHMETIC, 16; LETTER WRITING, 16; PENMANSHIP, 16; COPYING FROM PLAIN COPY, 16 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, 20. Experience is rated on the statements and vouchers furnished on Form 1145 as follows: For three months' experience, 50; six months, 60; nine months, 65;

one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show that the applicant has had either at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press or sheets not less than 14 by 17 inches in size on a platen press, or at least three months' experience in packing and banding cards of approximately 3¼ by 5½ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those who have experience in feeding presses and of those with experience in packing and banding cards.

Sec. 200. Pressman (males only), Government Printing Service.—Age, 21 years or over; application forms, 1800 and 1746. The medical certificate and county officer's certificate in Form 1800 need not be executed. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS rated on Form 1800, and corroborative evidence, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 201. Printer, Government Printing Service.—Age, 20 years or over; application forms, 1800 and 1745. The medical certificate and county officer's certificate in Form 1800 need not be executed. Time allowed, five and one-half hours for the basis subjects, and three hours on the following day for each optional subject taken. Applicants must show in their applications that they have served at least five years in the trade of compositor, three years of which must have been served as apprentice and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years. Basis subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 3; ARITHMETIC (third grade, see sec. 41), 3; LETTER WRITING (third grade, see sec. 41), 3; PENMANSHIP, 3; COPYING FROM ROUGH DRAFT, 15; ABBREVIATIONS, 5; CORRECTING PROOF, embracing the interpretation of proof-readers' marks, 10; TABULATING, arrangement of matter in tabular form and indication of the cast, 8; JOB COMPOSITION, MAKING-UP, IMPOSING, BANK WORK, EDITING AND PROOF READING, JACKET WRITING, ESTIMATING, AND COMPUTING, 25; TRAINING AND EXPERIENCE AS BOOK AND NEWSPAPER COMPOSITOR, AND FITNESS, 25. The last two subjects are rated on forms 1800 and 1745, and corroborative evidence.

No competitor will be eligible who fails to attain an average percentage of at least 70 on the basis subjects, and if optional subjects are taken a rating of 70 or more on each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state, at the head of his application, the optional subjects in which he desires examination.

(1) MECHANISM AND OPERATION OF LINOTYPE (practical questions), (2) MECHANISM AND OPERATION OF MONOTYPE (practical questions), (3) ARRANGEMENT OF WORK FOR JOB PRINTING.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Certifications for appointment will be made (1) of eligibles having the highest ratings on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examination alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

This examination will not be given during the spring of 1913, and inquiries concerning it should not be made until July 15, 1913, when the next edition of the Manual will be ready for distribution.

Sec. 202. Printer's assistant (Bureau of Engraving and Printing).—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointment to this position should apply for the skilled-laborer (female) examination. (See sec. 214.)

Sec. 203. Proof reader.—The position of proof reader in the Government Printing Office is filled by the promotion of printers, and hence no examination for it will be given by the commission.

Sec. 204. Public Health Service.—The employees of the Public Health Service are distributed throughout the United States, but most of them are employed at the marine hospitals, quarantine stations, or offices located at the following-named places:

Baltimore, Md.	Lewes, Del.	Portland, Me.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Brunswick, Ga.	Louisville, Ky.	Port Townsend, Wash.
Buffalo, N. Y.	Manila, P. I.	Quarantine, La.
Cairo, Ill.	Mayport, Fla.	St. Louis, Mo.
Carrabelle, Fla.	Memphis, Tenn.	San Diego, Cal.
Cedar Keys, Fla.	Miami, Fla.	San Francisco, Cal.
Charleston, S. C.	Milwaukee, Wis.	San Juan, P. R.
Chicago, Ill.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	New Orleans, La.	Seattle, Wash.
Detroit, Mich.	Norfolk, Va.	South Boca Grande, Fla.
Evansville, Ind.	Pensacola, Fla.	Southport, N. C.
Fernandina, Fla.	Perth Amboy, N. J.	Stapleton, N. Y.
Galveston, Tex.	Philadelphia, Pa.	Vineyard Haven, Mass.
Honolulu, Hawaii.	Pittsburgh, Pa.	Washington, D. C
Key West, Fla.	Ponce, P. R.	Wilmington, N. C.

All employees at marine hospitals and quarantine stations must be of the male sex and preferably unmarried, as no quarters are furnished for families. At Southern quarantine stations preference will be given to applicants who are shown to be immune to yellow fever.

Appointments or employments in any one of the minor positions (such as quarantine attendant, nurse, master, deck hand, pilot, seaman, cook, cabin boy, ship keeper, boatman, engineer for quarantine duty, engineer in marine hospitals, etc.) are made as a result of registration at the marine hospital or station at which employment is sought, and the proper application (Form No. 1370) can be obtained from the officer in charge. Upon its execution the applicant must appear before the medical officer for physical examination and must be passed by that officer in order to become eligible.

There is no educational test for these minor positions, and the applicant is rated upon the basis of the information furnished in the application filed by him.

The position of assistant surgeon in this service is filled by appointment by the President with the advice and consent of the Senate. Persons desiring appointment to this position should communicate with the Surgeon General, Public Health Service, Washington, D. C.

The positions of acting assistant surgeon, pharmacist third class, clerk, stenographer and typewriter, and vacancies in professional positions in this service will be filled from appropriate registers or from specially announced examinations. (See secs. 190 and 192.)

Sec. 205. Quartermaster Corps.—The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive examinations held by the Civil Service Commission may be filled through such examination or by enlistment.

The following-named positions may be filled through noneducational examination: Assistant engineer; assistant plumber; blacksmith; blacksmith's helper; blacksmith and horseshoer; blacksmith and wheelwright; carpenter; chauffeur; engineer, marine, gasoline; engineer, marine, steam; engineer, stationary, steam; fireman, marine; fireman, stationary, steam; foreman, laborers; foreman, mechanics; foreman, shoe and harness shops; foreman, stables; forester; gardener; gasfitter; harnessmaker; horseshoer; janitor; lineman; machinist; mason; master; master and pilot; mate; overseer; packmaster; packer at depot; painter; pilot; plumber; plumber and steamfitter; rodman; saddler; steamfitter; tinner; trainmaster; wagonmaster; warehouseman; wheelwright; and others of a kindred character.

The age limits for mechanical trades and other noneducational positions in this service are: Males, 20 to 50 years; females, 18 to 50 years.

The positions of electrician, assistant stationary steam engineer, and stationary steam engineer are noneducational, provided that the salary paid is not in excess of $900; for positions paying more than $900 educational tests will be required.

Application forms may be secured from, and should be filed with, the district secretary having jurisdiction of the territory in which the depot or office in which employment sought is located. Applications for positions in the Quartermaster Corps in Colorado and New Mexico are to be filed with the secretary of the seventh civil service district. (See secs. 35 and 42.)

The noneducational positions mentioned as existing in the Quartermaster Corps do not exist in all of the districts, and applications are accepted by the district secretaries only for such positions as exist in their respective districts.

Positions other than those mentioned above may be filled on the same basis as similar positions in other branches of the service.

For information relating to positions filled by enlistment, application should be made to the Secretary of War, Washington, D. C.

Sec. 206. Railway mail clerk.—Age, 18 to 35 years; application form, 304; medical certificate on application form must be executed; county officer's certificate is not required; entrance salary, $900 per annum. Applicants must be at least 5 feet 5 inches in height, exclusive of boots or shoes, must weigh not less than 130 pounds in ordinary clothing without hat or overcoat, and must have no physical defects. Any attempt to deceive in regard to height, weight, or age will be deemed sufficient cause for barring an applicant from future examinations. Eligibles selected for appointment may be required to take an additional physical examination at their own expense before entering upon duty. The general superintendent of the Railway Mail Service has advised the commission that persons reporting for duty will be required to be vaccinated or to show that they have been successfully vaccinated. Women are not admitted to this examination. Persons who desire appointment to the position of mail weigher in the Railway Mail Service should apply for and take

the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the Railway Mail or Post Office Service, and application should be made to the Postmaster General, Washington, D. C.

Residents of the following States will be required to take the first grade, or clerical, examination, for which five hours are allowed: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, and Wisconsin.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 39).

Residents of the remaining States will be required to take the second grade, or minor clerical examination, for which four and one-half hours are allowed: Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 20; COPYING FROM PLAIN COPY, 15; UNITED STATES GEOGRAPHY, 10 (all second grade, see sec. 40).

Applicants for appointment to the Railway Mail Service should apply for the "railway mail clerk" examination. Application should not be made for the "first grade or clerical" or the "second grade or minor clerical" examination.

The railway mail clerk examination will be held on May 3, 1913, at the places named in Form 1407, which will be furnished upon request.

Sec. 207. Railway Securities Commission.—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

Sec. 208. Reclamation Service.—All positions in this service are classified and subject to examination except those hereafter mentioned under the heading "Unskilled Labor."

All classified positions may be considered under two headings: First, those requiring an educational test; and, second, those requiring no educational test, and known as trades positions.

Educational examinations.—The principal positions requiring an educational test are: Junior engineers, assistant engineers, engineers, draftsmen and computers, bookkeepers, clerks, field clerks, stenographers, copyists, and typewriters, skilled laborers, watchmen, specialists or experts in various lines, for which special examinations are held from time to time, such as chemists, electrical engineers, law clerks, physicians, etc.

Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission. Whenever necessary, specially announced examinations will be held to meet the needs of the service. (See sec. 43.)

Application should be made to the U. S. Civil Service Commission, Washington, D. C., or the district secretary (see sec. 35), for all information concerning educational examinations. (See secs. 55, 135, 153, and 158.)

Certification may be made from the eligibles of the district in which the service is to be rendered.

Noneducational examinations.—Positions requiring no educational tests are as follows: Superintendents of construction, irrigation, or grading; corral bosses, etc. Inspectors, including inspectors of earthwork, masonry, concrete, etc. Foremen, including master laborers, master workmen, master carpenters. Survey men, who may perform the duties of transitmen, levelmen, rodmen, chainmen, etc. Recorders

and receivers of material, including property or store clerks, timekeepers, toolkeepers, stewards, and storekeepers. All employees performing special duties, as cement testers, concrete finishers, cranesmen, dam and headgate tenders, deputy inspectors, dredge engineers, ditch riders, electrical assistants, stationary engineers, steam-shovel engineers, gate tenders, helpers, janitors, line riders, powder men, riggers, stewards, trackmen, truckmen, etc.

Application should be made to the local board of examiners at any one of the following-named places for the noneducational examinations mentioned above. Local boards of examiners have been constituted by the commission at the following points:

Boise, Idaho.	Klamath Falls, Oreg.	Powell, Wyo.
Browning, Mont.	Malta, Mont.	Provo, Utah.
Easton, Wash.	Mitchell, Nebr.	Rupert, Idaho.
El Paso, Tex.	Montrose, Colo.	St. Ignatius, Mont.
Fallon, Nev.	Naches, Wash.	Savage, Mont.
Fort Shaw, Mont.	Newell, S. Dak.	Sunnyside, Wash.
Grand Junction, Colo.	Okanogan, Wash.	Williston, N. Dak.
Helena, Mont.	Orland, Cal.	Yuma, Ariz.
Hermiston, Oreg.	Phoenix, Ariz.	
Huntley, Mont.	Poplar, Mont.	

The boards of examiners should be addressed as follows:

Board of Civil Service Examiners, U. S. Reclamation Service,
.....(adding post-office address of particular board).

Unskilled labor.—All unskilled laborers are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen and their occupation is of the most temporary character. With these are grouped the following: Apprentices in mechanical trades, axmen, bakers, boatmen, cooks, cooks' helpers, derrickmen, drillmen, drivers, hostlers, teamsters, and waiters.

Sec. 209. Rural delivery carrier.—Age, 18 to 55 years, the maximum limit being waived in case of honorably discharged United States soldiers or sailors. A copy of the regulations may be obtained from the commission at Washington upon request, or from the district secretary. (See sec. 35.)

Sec. 210. Safety-appliance inspector, Interstate Commerce Commission.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 211. Scientific assistant, Department of Agriculture.—Age, 20 years or over; application form, 1312. Time allowed: Four hours for subjects 1 and 2 combined, three and one-half hours for the practical questions in each optional (scientific) subject taken, and one hour for each language taken. Subjects 1 and 2 will be given on the first day. The particular time at which any optional (scientific) subject may be taken can not be determined in advance, but generally one of these optional subjects will be given the competitor on the first day and two on each succeeding day.

Examination will be given in the following-named optional (scientific) subjects, and applicants must specify in their applications, in answer to question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

1. Agronomy.
2. Dairying.
3. Entomology.
4. Farm Economics.
5. Farm Equipment.
6. Forage Crops.
7. General Farm Management.
8. Horticulture.
9. Library Science.
10. Nutrition and Calorimetry.
11. Plant Breeding.
12. Plant Pathology.
13. Pomology.
14. Seed Testing.
15. Soil Bacteriology.
16. Soil Chemistry.
17. Soil Surveying.

Animal Husbandry.—The subject of animal husbandry is not included in the regular scientific assistant examination here described, but a special form of examination, which does not require competitors to appear at any place for examination, is given for the position of animal husbandman. Those who desire to take this examination are referred to section 48 of this Manual.

Subjects and weights of the scientific assistant examination with relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 39), 10; REPORT WRITING, 10; PRACTICAL QUESTIONS ON EACH OPTIONAL (SCIENTIFIC) SUBJECT CHOSEN, 30; THESIS (to be submitted to the examiner on the first day of the examination), 15; EDUCATION, TRAINING, EXPERIENCE, AND FITNESS in each optional (scientific) subject chosen, 35.

Subject 3 will consist of practical questions relating to the optional (scientific) subject or subjects in which the applicant desires to be examined. Three and one-half hours will be allowed for each subject. It may, therefore, be possible for a competitor to be examined in two of the scientific subjects on the second day. However, the exact order in which these various subjects will be given can only be determined at the time of the examination and can not therefore be furnished in advance. The general nature of the work covered by these questions in each scientific subject is indicated below.

Agronomy.—This subject includes general questions on field crops with reference to their classification, adaptation, distribution, comparative importance, etc.; also practical questions on cultural and harvesting methods, rotations, and other related subjects. Several appointments are made each year from the register in agronomy. Qualified persons are urged to enter this examination, since the commission has experienced considerable difficulty in securing a sufficient number of properly qualified eligibles to meet the demands of the service. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Dairying.—This subject includes general questions on the breeding, feeding, and care of dairy live stock and the production of dairy products. Some of the commercial problems related to dairying are also considered. The object of this examination is to secure persons who have had a general fundamental training in dairying. Qualified persons are urged to enter this examination, as the commission has experienced some difficulty in securing a sufficient number of eligibles. Usual entrance salary, $1,000 to $1,440 a year.

Entomology, general and economic.—This subject includes questions on insect classification, biology, and behavior; also practical questions on the remedies for combating the principal injurious insects. The usual entrance salary ranges from $1,000 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Farm economics.—A subdivision of farm management investigations. Questions relative to methods and scope of conducting and tabulating farm management surveys. Also practical questions in farm-cost accounting and farm records, embracing a discussion of factors and principles involved in determining cost of farm products. Persons who have had training in economics along these lines are urged to enter this examination. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Farm equipment.—A subdivision of farm-management investigations. Questions relate to investment in equipment, the equipment of farms and enterprises, overhead charges, daily and seasonal duty of implements and tools, adaptation and organization of equipment, amount and arrangement of space in outbuildings, farm architecture, and farm houses. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Forage crops.—Formerly given as agrostology, but now changed to its present title. Consists principally of questions regarding the cultivation and utilization of the principal forage crops, including temporary and permanent pasture crops. This subject is really a subdivision of the first-mentioned subject of agronomy, the only difference being that it deals more specially with forage crops than the general subject of agronomy. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

General farm management.—This subject comprises questions relating to cropping systems for farms of different sizes and types, geographic distribution of crop and stock enterprises and reasons for the same, conditions affecting the profitableness of stock and crop enterprises, the seasonal distribution of labor on different crops, standards of farm labor, leases, contracts, etc. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Horticulture.—This subject comprises questions on vegetable gardening (both market gardening and truck farming), the botany of vegetables, the breeding of vegetable plants, and the methods of cultivation, harvesting, packing, and shipment of truck as well as market-garden crops; also general questions concerning insect pests and fungous diseases of these crops. The usual entrance salary is $1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,620 a year. Certification to vacancies paying more than $1,200 a year will be made only from those attaining the highest averages in the examination.

Library science.—This subject consists of questions on library economy, including cataloguing, classification, book ordering, loan systems, reference work, and bibliography, especially the bibliographies of the sciences that pertain to agriculture. Qualified persons are urged to enter this examination, as difficulty has been experienced in securing a sufficient number of eligibles. The usual entrance salary ranges from $840 to $1,000 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,400 a year. Certification to vacancies paying more than $1,000 a year will be made only from those attaining the highest averages in the examination.

Nutrition and calorimetry.—This subject includes questions on experimental methods in nutrition and calorimetry, physiology and chemistry of nutrition, etc. The usual entrance salary ranges from $1,020 to $1,440 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,440 a year will be made only from those attaining the highest averages in the examination.

Plant breeding.—Comprises questions on general plant breeding, including variation, hybridization, and the general evolutionary study of plants, especially those utilized in agriculture. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Plant pathology.—Comprises questions on plant pathology, control of plant diseases, special cultural methods for fungi and bacteria, and bibliography of plant diseases; also elementary questions in mycology, microtechnique, general bacteriology, and photographic technique. The usual entrance salary ranges from $1,000 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Pomology.—This subject includes questions on pomological botany, varieties of fruits, control of insect and fungous diseases, the production of fruits, methods of packing, shipping, marketing, etc. The usual entrance salary is $1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,620 a year. Certification to vacancies paying more than $1,200 a year will be made only from those attaining the highest averages in the examination.

Seed testing.—Comprises questions on general botany, including systematic, morphological, and physiological botany, with special reference to testing seeds for purity and germination. Usual entrance salary, $840 to $1,200 a year.

Soil bacteriology.—Consists of questions on soil bacteriology and bacteriological technique, including questions on botanical and chemical subjects related to soil bacteriology. Usual entrance salary, $1,400 to $1,620 a year.

Soil chemistry.—Comprises questions in general chemistry, including elementary, organic, analytical chemistry, and soil chemistry. Usual entrance salary, $1,000 to $1,500 a year.

Soil surveying.—Comprises questions on the making of simple base maps, the identification and classification of soils, and the relation of soils to agriculture. The usual entrance salary ranges from $960 to $1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,620 a year. Certification to vacancies paying more than $1,200 a year will be made only from those attaining the highest averages in the examination.

The thesis called for under Subject 4 may include the results of some original investigation on the part of the applicant, or it may represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts. It is preferred, however, that it include the results of some original investigation. If the applicant desires to be examined in two or more optional subjects, it is advisable to submit a separate thesis for each subject. If but one thesis is submitted, it will be graded in connection with each optional subject upon which the applicant is examined, and a thesis having little or no bearing upon any particular optional will not be given a high rating in connection with that optional. The length of the thesis may be determined by the applicant and the thesis may be in handwriting or typewriting.

The thesis (which may be on any size paper most convenient) must be accompanied by a sworn statement in the following language: "I, the undersigned, do solemnly swear (or affirm) that in the preparation of the accompanying thesis the composition is entirely my own, and that I have given full credit by quotation marks or references to authorities for any quoted matter." The oath must be taken

before a notary public or other officer authorized to administer oaths for general purposes, and the officer's signature must be authenticated by official seal. If the oath be taken before a justice of the peace or other officer who has no official seal, his official character must be certified by the clerk of the court, secretary of state, or other proper officer, under official seal.

Subject 5, that of education, training, experience, and fitness for the specific work covered by the optional (scientific) subject, will be rated from statements made in the application form and corroborative evidence.

No competitor who attains a rating of less than 70 on the practical questions in at least one of the optional (scientific) subjects will be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional (scientific) subject.

In addition, an applicant may select one or more of the following languages for examination: French, German, Italian, Russian, Spanish. None of these subjects is required, it being entirely optional with the applicant whether any of them are taken. Each will be rated on the basis of 100 per cent, but no credit will be given for the language subject in connection with any optional scientific subject if the rating received is less than 70. The tests will consist of simple prose translations into English, one hour being allowed for each language. The particular time at which any of these subjects may be taken can not be determined in advance.

The positions for which the examinations are held offer many attractive features. Excellent opportunities are afforded for scientific research in the laboratories of the Department of Agriculture. Furthermore, practically all of these positions require more or less investigational work in the field outside of Washington, D. C., which enables one to obtain a broad and comprehensive view of one's special subject of investigation as related to the entire country. When traveling in the field away from either official or temporary headquarters the expenses of the investigator are paid.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination, will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the field service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

A special circular giving fuller information on this examination will be sent upon request.

Sec. 212. Seamstress, Indian Service.—Examination identical with that for matron, and applicants desiring appointment to this position should apply for the matron examination. (See secs. 32 and 175.)

Sec. 213. Secret Service, males only.—Applicants for positions in the Secret Service of the Treasury Department should forward, addressed to the Secretary of the Treasury and marked "Personal," form 304, properly executed, and such evidence as to their experience, training, qualifications, and personal characteristics as they may be able to obtain, without any reference to their political or religious, affiliations, which may be considered as proof of their fitness for employment in this service. This examination is confined to experience and personal fitness. Applicants should also give the names and addresses of the persons to whom they refer as

to their character and qualifications for employment in this service. Inquiries in regard to applications filed for this service should be addressed to the Secretary of the Treasury.

Sec. 214. Skilled laborer (female).—Age, 18 years or over; application Form 304. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the Bureau of Engraving and Printing and skilled laborer (female) in the Government Printing Office. No person will be certified to the Bureau of Engraving and Printing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 or more than 35 years of age. This examination is held only at Washington, D. C.

Application blanks may be obtained from the commission at any time and should be executed and filed with the commission immediately upon their receipt. When a date for the examination is determined all persons having applications on file will be notified when to report for examination. Applicants should notify the commission of any changes in their post-office address.

Sec. 215. Skilled laborer (male), Departmental Service.—See subclerical examination, section 228.

Sec. 216. Special agents, special employees, and confidential agents, Treasury Department.—The positions of special agent under the Treasury Department and the positions of special employee and of confidential agent in the customs service are in the competitive classified service. These positions are filled by the promotion of persons already in the competitive classified service in or under the Treasury Department after passing appropriate examination, which is given only upon request of the Secretary of the Treasury.

Sec. 217. Stenographer and Typewriter.—*General information (all services).*—Stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental Service, which includes the departments and other Federal offices in Washington, D. C. (see secs. 218, 222, and 248); the Field Service, which includes Federal offices outside of Washington, D. C. (see secs. 219, 223, and 249); the Isthmian Canal Service, which includes offices of the Isthmian Canal Commission in the Canal Zone (see secs. 220, 224, and 250); and the Philippine Service, which includes offices of the civil service of the Philippine Islands (see secs. 221, 225, and 251). The combined stenographer and typewriter examination is given for all four branches; the separate stenographer examination is given for the Departmental and Field Services; the separate typewriter examination is given for the Departmental, Field, and Isthmian Canal Services.

Examinations for the Field Service are held separate from those for the other three services. As a result of one examination, a man may become eligible for appointment to the Departmental, Isthmian Canal, and Philippine Services in the case of the combined stenographer and typewriter examination, or to the Departmental and Isthmian Canal Services in the case of the separate typewriter examination. If he also desires to become eligible for appointment to the Field Service, he will be required to take an examination especially for that service. Applicants are required to indicate clearly in their applications the service or services in which employment is sought. A separate application is required for each service.

Applications for any service may be filed at any time. For the Departmental, Isthmian Canal, and Philippine Services, applications should be filed with the United States Civil Service Commission, Washington, D. C.; for the Field Service, applications should be filed with the district secretary in whose district the applicant desires employment. (See sec. 35.) Persons having applications on file will be notified of the first examination held after the filing of their applications. Application blanks may be obtained from the commission or any of the district secretaries.

Places and dates of examinations.—Examinations for the Departmental, Isthmian Canal, and Philippine Services will be held at the places and on the dates marked

"(A)" or "(C)" in the spring schedule of examinations. (See secs. 1 and 2.) The fall schedule will be ready for distribution about July 15, 1913.

Both men and women will be admitted to the spring and fall examinations for the Departmental Service; for the Philippine and Isthmian Canal Services only men are admitted.

In addition to the spring and fall schedules, examinations for the Isthmian Canal and Philippine Services, for men only, will be held in January and July of each year, and examinations for the Departmental Service, for men only, will be held on the fourth Tuesday of each month. All examinations mentioned in this paragraph are held throughout the country and in Hawaii and Porto Rico. As stated above, applications may be filed at any time. Form 1424, containing a list of the cities in which the examinations are held, will be sent upon request.

In Alaska, examinations for the Departmental, Isthmian Canal, and Philippine Services will be held at the places and on the dates shown in section 2. Both men and women will be admitted to the examination for the Departmental Service, men only to the examination for the Isthmian Canal and Philippine Services.

For the Field Service, examinations for both men and women will be held as follows: In the First, Second, Third, Fourth, Sixth, Seventh, Eighth, Tenth, Eleventh, and Twelfth Civil Service Districts, examinations will be held on the third Saturday of February, May, August, and November of each year; in the Fifth and Ninth Districts they will be held on the third Tuesday of February, May, August, and November of each year. Examinations in the various districts will also be held at such other times as may be necessary. In Alaska, Hawaii, and Porto Rico, examinations for the Field Service will be held only when eligibles are needed, and will be announced at such times. The extent of civil-service districts is shown in section 35. The district secretaries will furnish upon request the list of places at which examinations will be held for the Field Service.

Persons desiring to be examined for stenographer and typewriter will be required to take the combined examination on one scheduled date—that is, they will not be permitted to take the stenographer examination on one date and the typewriter examination on a different date of the same series of examinations.

Those who wish to take the combined stenographer and typewriter examination should indicate in their applications that the "stenographer and typewriter" examination is desired. Those who apply for the "stenographer" examination will not be examined in typewriting.

Examinations on the Isthmus of Panama.—Examinations for the apportioned Departmental Service are not held in the Canal Zone. Examinations for the nonapportioned Departmental, Isthmian Canal, and Philippine Services are held at Culebra on approximately the same dates as in the United States. Persons residing on the Isthmus may obtain application forms from the secretary of the board of civil-service examiners at Culebra, and may file their applications with him. The secretary will also furnish information as to the exact dates of examinations. (See secs. 8 and 265.)

Sample questions and tests.—The examinations are the same for all branches of the service, except that the typewriter examination for the Isthmian Canal Service includes the additional subject of general business experience, which is rated on statements contained in the application, and corroborative evidence. The following questions and tests have been used and will serve to give an idea of the character of the examinations. No further information on this subject can be furnished.

FIRST SUBJECT—STENOGRAPHY DICTATION.

The practical test in stenography consists of one exercise of 250 words selected from a speech or article containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words, and 140 words per minute. The matter dictated is different for each exercise.

All competitors are expected to take the notes of both the preliminary and the regular 80-word tests, one of which exercises they will be *required* to transcribe. In addition they will be permitted to take the notes of any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictations the competitors will be allowed 10 minutes in which to select one of the 80-word exercises and any one of the exercises at the higher rates of speed which they may wish to transcribe.

The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating. The transcript of the notes may be made either with the typewriter or in long hand. Not to exceed one hour will be allowed for making the transcripts. Competitors who, in addition to the 80-word dictation, transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the rating on the exercise in which they attain the higher percentage on speed and accuracy combined, and the other exercise will not be considered. Speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent in speed; 100 words per minute, 80 per cent in speed; 120 words per minute, 90 per cent in speed; 140 words per minute, 100 per cent in speed. The rating for accuracy is determined by the correctness of the transcript.

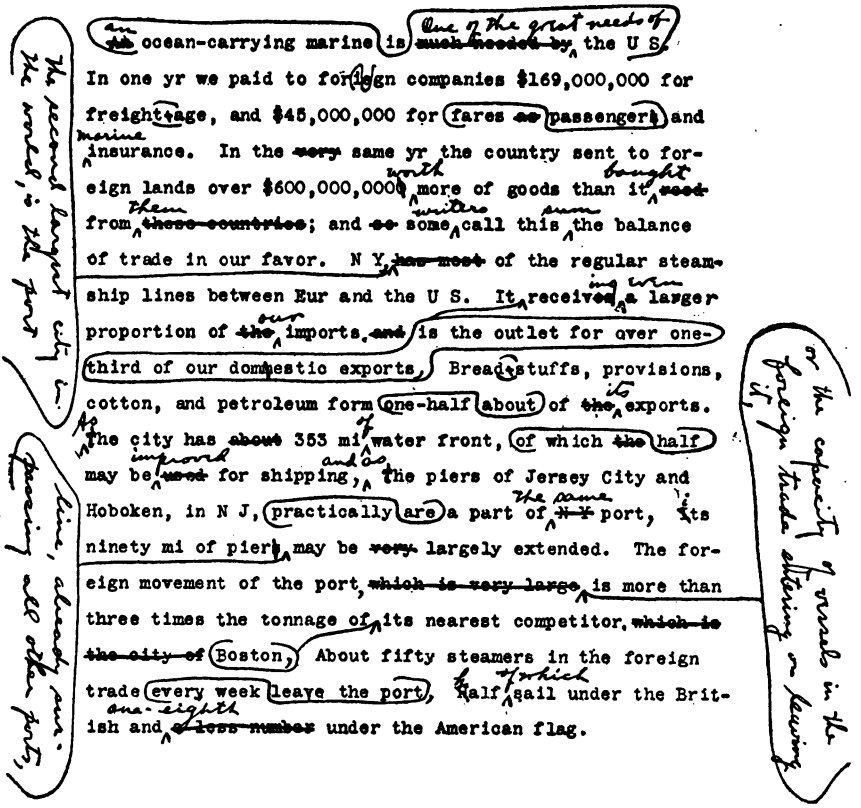
The following is a sample of dictation which has been given at 80 words a minute. Similar exercises are given at 100, 120, and 140 words a minute:

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight producing area. Under the all-rail system of carrying freight, the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad transportation recently estimated that the next 10 years would require 75,000 miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.

SECOND SUBJECT—COPYING FROM ROUGH DRAFT.

In the exercise in copying from rough draft the competitor will be required to make a corrected copy of a rough-draft letter, such as appears in reduced size below, paragraphing, punctuating, and spelling as in the copy, but writing in full all abbreviated words.

Competitors who take the stenographer examination only may make the copy either in longhand or with the machine, while those who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination.



an ocean-carrying marine is ~~much needed by~~ One of the great needs of the U S.
In one yr we paid to foreign companies $169,000,000 for freightage, and $45,000,000 for fares ~~of~~ passengers and marine insurance. In the ~~very~~ same yr the country sent to foreign lands over $600,000,000 worth more of goods than it bought from them ~~these countries~~; and ~~so~~ some writers call this sum the balance of trade in our favor. N Y ~~has most~~ of the regular steamship lines between Eur and the U S. It receiving a larger proportion of ~~the~~ our imports, ~~and~~ is the outlet for over one-third of our domestic exports. Breadstuffs, provisions, cotton, and petroleum form one-half about of ~~the~~ its exports.
The city has ~~about~~ 353 mi of water front, of which ~~the~~ half may be improved ~~used~~ for shipping, and the piers of Jersey City and Hoboken, in N J, practically are a part of the same ~~N Y~~ port, its ninety mi of piers may be ~~very~~ largely extended. The foreign movement of the port, ~~which is very large~~, is more than three times the tonnage of its nearest competitor, ~~which is the city of~~ Boston. About fifty steamers in the foreign trade every week leave the port, half of which sail under the British and one-eighth ~~a less number~~ under the American flag.

The second largest city in the world, is the port of [illegible] shipping, all other ports, combined.

or the capacity of vessels in the foreign trade altering or leaving it,

THIRD SUBJECT—COPYING AND SPACING.

In the copying and spacing test the competitor is required to make an exact copy of an exercise similar to that shown in reduced size below, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and is so prepared that it may be reproduced on any style of typewriting machine. Both speed and accuracy will be considered in the rating.

Statement made by
TREASURY DEPARTMENT
of Customs Business.

Districts and ports.	Fiscal year ended June 30, 1901.				
	Tax.	Receipts.	Value of exports.		Expenses.
			Foreign.	Domestic.	
Saco	$29	$53	$430	$657	$476
Brunswick	12,534	14,744	22,654	54,020	98,327
Albany	151,364	151,997	107	.....	13,187
Humboldt	143	198	.....	163,682	3,027
Milwaukee	419,234	420,234	1,782	.....	18,354
Erie	83,385	84,448	230	29,744	6,337
Bristol	578	1,257	88	134	1,489
Edgartown	331	478	.....	.....	2,319
Cape Vincent	29,749	29,880	15,946	136,590	14,890
Burlington	.....	14	.....	.....	162
Cleveland	747,560	750,100	1,757	388,825	32,316
Gloucester	5,135	7,137	1,000	404	14,901
Pembina	71,025	277	10,308	64,367	13,672

The receipts for 1901 are $20,444,485.64 greater than for 1900, the next highest in our records, and of the increase $11,852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is $22,253,561.00. The surplus for the year is kept at $77,717,984.38, x x x which is only $1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1865, $718,754,276.18.

FOURTH SUBJECT—COPYING FROM PLAIN COPY.

In copying from plain copy the competitor will write with the typewriter an exercise consisting of 450 words, paragraphing, spelling, capitalizing, and punctuating precisely as in the copy. Both speed and accuracy will be considered in the rating. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination.

OTHER SUBJECTS.

For information concerning the remaining subjects of the examination—penmanship, report writing, and arithmetic—see first-grade subjects, section 39.

Method of rating examination papers.—(See secs. 256 and 257.)

Reexamination.—(See sec. 25.)

Registers of eligibles.—For the Departmental, Field, and Isthmian Canal Services, registers of eligibles will be prepared of persons who pass the combined stenographer and typewriter examination with a rating of at least 70 per cent. A similar register will be prepared for the Philippine Service of those who pass the combined stenographer and typewriter examination with a rating of at least 75 per cent. For the Departmental and Field Services there will also be prepared registers of those who pass the stenographer or the typewriter examination with a rating of at least 70 per cent, and for the Isthmian Canal Service a register of those who pass the typewriter examination with a rating of at least 70 per cent. The names of those who pass in both stenography and typewriting, and are therefore on the combined registers, are also placed on the registers for typewriter alone and stenographer alone, for the services for which application is made and for which separate registers of stenographers and of typewriters are maintained, with the ratings attained in the separate examinations. When eligibles in both stenography and typewriting are not available for certification for stenographer and typewriter positions, the eligibles who have failed in stenography or in typewriting may be utilized.

Transfer of eligibility.—As stated, stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental, the Field, the Isthmian Canal, and the Philippine Services. Transfer of eligibility from the register for one service to that for any one of the other services may be made at any time within the period of eligibility if there is reason for such transfer which is satisfactory to the Commission and the eligible complies with the requirements of the service to which transfer of eligibility is desired. An eligible on the register for the Field, Isthmian Canal, or Philippine Service who wishes to transfer his eligibility to the register for the apportioned Departmental Service in Washington, D. C., must furnish a county officer's certificate as to his residence and comply with the requirements as to residence and domicile indicated in section 17.

Transfer of eligibility within the Field Service from the stenographer and typewriter register for one civil-service district to the register for another civil-service district may be made with the approval of the district secretaries concerned.

The name of an eligible transferred to the register of a district in which he was not examined, either from Washington, D. C., or from another district, will not be certified while there are three available eligibles examined within the district, unless he has actually moved to the district to which his eligibility is transferred, in which case, for the purpose of certification, his place of registration will be considered as the examination point nearest his new place of residence.

An eligible who moves from one place to another within a civil-service district may upon written request and with the consent of the district secretary have his place of registration changed to the examination point within the district nearest his new place of residence, provided the needs of the service justify such transfer.

In all cases of transfer of eligibility, irrespective of the branch of the service, approval of such transfer will depend upon the need of eligibles in the branch of the service or the locality to which transfer of eligibility is desired. (See sec. 261.)

Method of certification.—(See secs. 261, 262, and 266.)

Salaries.—The entrance salaries demanded by male stenographers and typewriters whose names appear on the eligible register are frequently in excess of the salaries usually paid by the Government on entrance to the service. In stating to the commission their desires as to entrance salaries, stenographers and typewriters should have in mind that entrance to the service is usually at the lowest clerical salary, while the higher salaried positions are filled by the promotion of persons who are already in the service and have gained some experience in the work to be performed.

Eligibles are given an opportunity at the time of examination to state the lowest entrance salary they will accept, and the commission will not certify them to positions for which the salaries are substantially less than they express a willingness to

accept. An eligible who indicates a willingness to accept a low salary will be certified to a higher salaried position if his name is reached in its order, and he will have as good an opportunity of appointment at the higher salary as an eligible who attains the same average but who will accept appointment only at the higher rate of pay. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled.

The entrance salaries for male stenographers and typewriters vary in the different departments and offices from $600 to $1,200 per annum, but in most of the offices the entrance salary is $840 or $900 a year. Appointments of females are made at $600 to $900. The number of appointments at $1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as $1,200 a year. The usual entrance salary in the Philippine Service is $1,200 per annum and in the Isthmian Canal Service $1,500 per annum.

Sec. 218. Stenographer (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, five hours. The time consumed in giving the stenography dictations is not considered. No special system of stenography is recommended.

Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY, 70; COPYING FROM ROUGH DRAFT, 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10; ARITHMETIC (first grade, see sec. 39), 5.

If a competitor fails to attain a rating of at least 70 per cent on stenography the other subjects will not be considered.

For sample questions and tests, see section 217.

Sec. 219. Stenographer, Field Service.—(See sec. 223.)

Sec. 220. Stenographer, Isthmian Canal Service.—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Isthmian Canal Service, but who have passed only the typewriter examination. (See sec. 217.) If they pass the stenographer examination their papers will be averaged for the combined examination. (See secs. 7 and 25.)

Sec. 221. Stenographer, Philippine Service.—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the typewriter examination with a rating of 75 or over. (See sec. 217.) If they pass the stenographer examination with an average of 75 or over their papers will be averaged for the combined examination.

Sec. 222. Stenographer and typewriter (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, six hours.

The subjects of copying from rough draft, penmanship, report writing, and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter. (See sec. 217.)

If a competitor passes in both the stenographer examination and the typewriter examination, his name will be entered upon both registers. In addition to this, the averages in the two examinations will be combined, with a weight of 2 for stenography and a weight of 1 for typewriting, and with the average thus obtained his name will be entered upon the combined stenographer and typewriter register.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Sec. 223. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 217, 218, 222, and 248.) The regulations for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however, between examinations for the Field Service and those for other services, that examnations for the Field Service are separate and distinct from those for other services, while a competitor may become eligible for the Departmental, Isthmian Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Isthmian Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

An order issued by the War Department requires of all appointees to field services of that department willingness to serve a period of duty in the Philippine Islands, if necessary. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of $200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this pamphlet, which service includes only positions under the insular government of the Philippines.

Applications for examination for the Field Service may be filed at any time with the secretary of the civil-service district in which the applicant desires employment. (See sec. 35.) The dates of examinations are shown in section 217. The district secretary will furnish upon request a list of places at which the examination will be held.

Sec. 224. Stenographer and typewriter (male), Isthmian Canal Service.—Age, 20 to 45 years; application form, 304, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 217, 218, 222, and 248.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or the typewriter register for the Departmental Service if eligible for either, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. For further requirements see section 33. The usual entrance salary is $1,500 per annum.

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Isthmian Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has

complied with the residence and domicile requirements. (See sec. 17.) Those who fail in stenography will also be rated as typewriters for the Isthmian Canal Service and if found eligible will have their names placed on the register for typewriter, Isthmian Canal Service. (See sec. 250.)

Sec. 225. Stenographer and typewriter (male), Philippine Service.—Age, 18 to 40 years; application form 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, $1,200 per annum. For further requirements see section 34.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 217, 218, 222, and 248.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 17.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

Sec. 226. Stereotyper, Government Printing Office.—Age, 21 years or over; application forms, 1800 and 1747; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS rated on form 1800, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

Sec. 227. Student Interpreter, Consular and Diplomatic services.—Applicants for appointment to the position of student interpreter in the Consular and Diplomatic Services should address the Secretary of State, Washington, D. C.

Sec. 228. Subclerical, departmental Service.—Males only. Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades, and above the grade of mere manual laborer. Appointment to one of the positions will operate to remove the name of an eligible from the register for all of them, and his name can not be restored to the register unless he should become separated from the service, without delinquency or misconduct, during his period of probation.

Age, 18 years or over, except that certification for filling vacancies in the position of watchman in the Bureau of Engraving and Printing will be made of eligibles who were not less than 25 nor more than 40 years of age on the day

of examination. Application form, 304; medical certificate to be filled out. No person will be admitted to the examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 20 (all third grade, see sec. 41), and TRAINING, EXPERIENCE, AND FITNESS, 20.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons who attain eligibility in the examination will, if possible to do so, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering a mail sack and contents weighing 125 pounds.

Residents of the following-named States will not be admitted to the subclerical examination: Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, Rhode Island, Vermont, Virginia, and West Virginia. Residents of the District of Columbia will be admitted to the examination, but their names will be certified only for temporary employment and for employment in positions in the nonapportioned Departmental Service, such as skilled laborer in the Government Printing Office and skilled helper in the Bureau of Engraving and Printing.

Sec. 229. **Subtreasury Service.**—Subtreasuries are located in the following-named cities: Baltimore, Md.; Boston, Mass.; Chicago, Ill.; Cincinnati, Ohio; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; and San Francisco, Cal.

For information concerning these examinations apply to the board of examiners at the subtreasury where employment is desired.

Positions in the Subtreasury Service are divided into Schedules A, B, C, and D, as follows:

Schedule A.—FIDUCIARY POSITIONS: The officers, chiefs of divisions, tellers, assistant tellers, and other employees in the several monetary divisions, embracing those engaged in the handling of money, bonds, coupons, checks, and other representatives of money.

Schedule B.—CLERICAL POSITIONS: Chiefs of divisions, bookkeepers, and other employees engaged upon merely clerical work.

Schedule C.—MISCELLANEOUS POSITIONS: Employees in nonclerical positions, including the superintendent of the building, detectives, messengers, hall men, and porters.

Schedule D.—CUSTODIAN POSITIONS: Employees having the care and custody of the building, including engineers, watchmen, janitors, and classified laborers.

Rigid tests of character and integrity will be applied to all applicants by the civil-service boards, and only those satisfactorily meeting such tests may be examined. These tests shall be such as may be found practicable and satisfactory to the several assistant treasurers and the Civil Service Commission.

Sec. 230. **Superintendent, Lighthouse Service.**—Age, 21 years or over; application form, 1312, including medical certificate. Two days will be allowed for this examination. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health and Marine-Hospital Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: THEORET-

ICAL AND PRACTICAL QUESTIONS IN CIVIL ENGINEERING, CONSTRUCTION, MATERIALS, AND SURVEYING, 50; TRAINING, EXPERIENCE, AND FITNESS, 50.

Applicants must have had at least six years' satisfactory experience in civil engineering and construction. Graduation from a reputable technical school of engineering will be considered as equivalent to three years of the six.

Positions of assistant superintendent and superintendent in the Lighthouse Service will be filled from this examination, at salaries ranging from $1,600 to $2,400 per annum, depending upon the qualifications of the eligibles. The appointees in these positions will be assigned to duty in the various lighthouse districts in connection with construction and repair of lighthouses, depots, wharves, etc.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 231. Superintendent of construction, Supervising Architect's Office, Treasury Department.—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings and of details of construction, 40; ARITHMETIC, 10; BUILDING SUPERVISION, tests in the form of business communications which require adaptability and a knowledge of the qualifications necessary for this position and knowledge of the work gained by experience, 15; SPECIFICATIONS, involving knowledge of the details of complete specifications for the various classes of work required in first-class buildings, 10; TRAINING, EXPERIENCE, AND FITNESS, 25.

Applicants should have such a general education as will enable them to give, orally or in writing, correct expression to their ideas. They should also have either a technical training in architecture or engineering, or broad practical experience in building construction, and not less than two years of actual experience in superintendence of buildings similar in class and construction to United States public buildings. In the case of architectural draftsmen, structural or other engineers who have been engaged in architectural or structural design, this two-year minimum may be materially reduced.

As an appointee may be the only representative of the department in the community in which he may be located, it is of prime importance that, in addition to satisfactory general and technical training and experience, he should possess the personal qualities that will command the respect of those with whom he may come in contact, will enable him to handle all business matters promptly and with good judgment, to grasp in detail written instructions, and to answer written communications fully and in good, clear, terse English. Only those whose answers to questions in the blank forms furnished are prima facie satisfactory will be admitted to the examination. (See sec. 30 for time of filing application.)

Sec. 232. Surfman, Life Saving Service.—(See sec. 167.)

Sec. 233. Surgeon.—See Physician examination, section 192.

Sec. 234. Surveyor, General Land Office.—(Formerly examiner of surveys examination.) This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 235. Surveyor, Philippine Service.—Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, two days of six and eight hours, respectively. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. The surveyor examination is of the same general character as the civil-engineer examination, except that questions relating to mechanics, materials of construction, and design and construction will be omitted. The subject "Drawing and mapping" will be substituted for "Design and construction." Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including trigonometry, use of logarithmic tables, and computations, 20; THEORY AND PRACTICE OF SURVEYING, 35; DRAWING AND

MAPPING, 20; TRAINING, EXPERIENCE, AND FITNESS, 25. For further requirements see section 34.

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Usual entrance salary, $1,400 per annum. Field expenses are allowed appointees when absent on duty from their permanent station.

Sec. 236. Tariff Board.—This board has been discontinued.

Sec. 237. Teacher, Alaska.—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for information concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is ex officio superintendent of public instruction.

Sec. 238. Teacher, Hawaii.—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

Sec. 239. Teacher, Indian Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held on April 9, 1913. Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar school textbooks, including longitude and time, square and cube root and mensuration, and common school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common school textbooks, 10; HISTORY AND GOVERNMENT OF THE UNITED STATES, comprising matter found in the grammar school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING, EXPERIENCE, AND FITNESS, 10.

For information concerning the Indian Service see section 32.

Sec. 240. Teacher, Panama.—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone, Isthmus of Panama.

Sec. 241. Teacher, Philippine Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so

require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held on March 12–13, 1913.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom her examination is requested. Age 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 34.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: THESIS of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; PENMANSHIP, rated on thesis, 5; ARITHMETIC, as comprised in the ordinary grammar school textbooks, also the metric system, 15; GEOGRAPHY, mathematical, physical, and political, 10; PHYSIOLOGY AND HYGIENE, as found in the grammar school textbooks, 5; ENGLISH, as treated in the ordinary grammar school textbooks, including analysis and parsing, 15; HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES, as covered in the grammar school textbooks, and the Constitution of the United States, 10; NATURE STUDY AND DRAWING, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; HISTORY AND SCIENCE OF TEACHING, comprising school government, methods of teaching, duties of the teacher, etc., 10; TRAINING, EXPERIENCE, AND FITNESS, rated on form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 53) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high school subjects, and are applicants for appointment.

Sec. 242. Teacher, Porto Rico.—Applicants for appointment to the position of teacher in Porto Rico should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C.

Sec. 243. Telegrapher.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 244. Telephone operator.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 245. Topographic aid (temporary).—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, 7 hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elementary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING, EXPERIENCE, AND FITNESS, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 160.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 246. Trained nurse.—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Isthmian Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Isthmian Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Isthmian Canal Service; Form 2, including the medical certificate for the Philippine Service. Time allowed—male 6 hours, female 7 hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, AND FITNESS, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Isthmian Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Isthmian Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.

The entrance salaries paid trained nurses in the Indian Service range from $600 to $720 per annum. In the Isthmian Canal Service the entrance salary for female nurses is $60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive $75 a month, through promotion. The entrance salary for male nurses is $90 a month, with quarters but without subsistence or laundry, and they may be promoted after six months' satisfactory service to $105 a month, with quarters. Unmarried men are preferred by the Isthmian Canal Commission. The entrance salary for the Philippine Service is $50 a month for the first

six months, when the salary is increased to $60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to $85 a month may be made as vacancies occur.

For further information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see section 32; for the Isthmian Canal Service, section 33; for the Philippine Service, section 34.

Sec. 247. Translator, Departmental Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 248. Typewriter (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: COPYING FROM ROUGH DRAFT, 20; COPYING AND SPACING, 30; COPYING FROM PLAIN COPY, 20; PENMANSHIP, 10; REPORT WRITING, 10; ARITHMETIC (first grade, see sec. 39), 10.

Both accuracy and speed are considered in rating the typewriting subjects of this examination, accuracy having a weight of 3 and speed a weight of 2.

If a competitor fails to attain an average percentage of at least 70 per cent on the typewriting subjects the remaining subjects will not be rated.

Applicants must provide typewriting machines for use in this examination.

For sample questions and tests, see section 217.

Sec. 249. Typewriter, Field Service.—(See sec. 223.)

Sec. 250. Typewriter (male), Isthmian Canal Service.—Age, 20 to 45 years; application form, 304, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: COPYING FROM ROUGH DRAFT, 20; COPYING AND SPACING, 30; COPYING FROM PLAIN COPY, 20; PENMANSHIP, 5; REPORT WRITING, 10 (first grade, see sec. 39); ARITHMETIC, 5 (first grade, see sec. 39); GENERAL BUSINESS TRAINING, EXPERIENCE, AND FITNESS (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 248.) If a competitor fails to attain an average percentage of at least 70 per cent on the typewriting subjects, the remaining subjects will not be rated. For further requirements see section 33. Usual entrance salary, $1,200 per annum. See stenographer and typewriter, Isthmian Canal Service, section 224.

For sample questions and tests, see section 217.

Sec. 251. Typewriter, Philippine Service.—Applications for examination for typewriter only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the stenographer examination with a rating of 75 or over. (See sec. 217.) If they pass the typewriter examination with an average of 75 or over their papers will be averaged for the combined examination.

Sec. 252. Veterinarian.—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 years or over for the Bureau of Animal Industry and the Quartermaster's Corps, and 18 to 40 years for the Philippine Service.

MAPPING, 20; TRAINING, EXPERIENCE, AND FITNESS, 25. For further requirements see section 34.

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Usual entrance salary, $1,400 per annum. Field expenses are allowed appointees when absent on duty from their permanent station.

Sec. 236. Tariff Board.—This board has been discontinued.

Sec. 237. Teacher, Alaska.—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for information concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is ex officio superintendent of public instruction.

Sec. 238. Teacher, Hawaii.—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

Sec. 239. Teacher, Indian Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held on April 9, 1913. Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar school textbooks, including longitude and time, square and cube root and mensuration, and common school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common school textbooks, 10; HISTORY AND GOVERNMENT OF THE UNITED STATES, comprising matter found in the grammar school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING, EXPERIENCE, AND FITNESS, 10.

For information concerning the Indian Service see section 32.

Sec. 240. Teacher, Panama.—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone, Isthmus of Panama.

Sec. 241. Teacher, Philippine Service.—Applications for this may be filed at any time. Examinations will be held whenever the vice so

require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held on March 12–13, 1913.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom her examination is requested. Age 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 34.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: THESIS of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; PENMANSHIP, rated on thesis, 5; ARITHMETIC, as comprised in the ordinary grammar school textbooks, also the metric system, 15; GEOGRAPHY, mathematical, physical, and political, 10; PHYSIOLOGY AND HYGIENE, as found in the grammar school textbooks, 5; ENGLISH, as treated in the ordinary grammar school textbooks, including analysis and parsing, 15; HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES, as covered in the grammar school textbooks, and the Constitution of the United States, 10; NATURE STUDY AND DRAWING, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; HISTORY AND SCIENCE OF TEACHING, comprising school government, methods of teaching, duties of the teacher, etc., 10; TRAINING, EXPERIENCE, AND FITNESS, rated on form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 53) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high school subjects, and are applicants for appointment.

Sec. 242. Teacher, Porto Rico.—Applicants for appointment to the position of teacher in Porto Rico should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C.

Sec. 243. Telegrapher.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 244. Telephone operator.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 245. Topographic aid (temporary).—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, 7 hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elementary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING, EXPERIENCE, AND FITNESS, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 160.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 246. Trained nurse.—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Isthmian Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Isthmian Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Isthmian Canal Service; Form 2, including the medical certificate for the Philippine Service. Time allowed—male 6 hours, female 7 hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, AND FITNESS, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Isthmian Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Isthmian Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained nurse (male) register for the Indian Service for several years.

The entrance salaries paid trained nurses in the Indian Service range from $600 to $720 per annum. In the Isthmian Canal Service the entrance salary for female nurses is $60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive $75 a month, through promotion. The entrance salary for male nurses is $90 a month, with quarters but without subsistence or laundry, and they may be promoted after six months' satisfactory service to $105 a month, with quarters. Unmarried men are preferred by the Isthmian Canal Commission. The entrance salary for the Philippine Service is $50 a month for the first

six months, when the salary is increased to $60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to $85 a month may be made as vacancies occur.

For further information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see section 32; for the Isthmian Canal Service, section 33; for the Philippine Service, section 34.

Sec. 247. Translator, Departmental Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 248. Typewriter (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: COPYING FROM ROUGH DRAFT, 20; COPYING AND SPACING, 30; COPYING FROM PLAIN COPY, 20; PENMANSHIP, 10; REPORT WRITING, 10; ARITHMETIC (first grade, see sec. 39), 10.

Both accuracy and speed are considered in rating the typewriting subjects of this examination, accuracy having a weight of 3 and speed a weight of 2.

If a competitor fails to attain an average percentage of at least 70 per cent on the typewriting subjects the remaining subjects will not be rated.

Applicants must provide typewriting machines for use in this examination.

For sample questions and tests, see section 217.

Sec. 249. Typewriter, Field Service.—(See sec. 223.)

Sec. 250. Typewriter (male), Isthmian Canal Service.—Age, 20 to 45 years; application form, 304, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: COPYING FROM ROUGH DRAFT, 20; COPYING AND SPACING, 30; COPYING FROM PLAIN COPY, 20; PENMANSHIP, 5; REPORT WRITING, 10 (first grade, see sec. 39); ARITHMETIC, 5 (first grade, see sec. 39); GENERAL BUSINESS TRAINING, EXPERIENCE, AND FITNESS (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 248.) If a competitor fails to attain an average percentage of at least 70 per cent on the typewriting subjects, the remaining subjects will not be rated. For further requirements see section 33. Usual entrance salary, $1,200 per annum. See stenographer and typewriter, Isthmian Canal Service, section 224.

For sample questions and tests, see section 217.

Sec. 251. Typewriter, Philippine Service.—Applications for examination for typewriter only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the stenographer examination with a rating of 75 or over. (See sec. 217.) If they pass the typewriter examination with an average of 75 or over their papers will be averaged for the combined examination.

Sec. 252. Veterinarian.—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 years or over for the Bureau of Animal Industry and the Quartermaster's Corps, and 18 to 40 years for the Philippine Service.

An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.

Application form B. I. A. 2, including medical certificate, for the Philippine Service; form 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants must be graduates of accredited veterinary colleges. Students, irrespective of their class, will not be admitted to examination for the Bureau of Animal Industry and the Quartermaster Corps. For the Philippine Service senior students will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. For further information concerning the Philippine Service see section 34.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; TRAINING, EXPERIENCE, AND FITNESS, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, $1,400 per annum; usual entrance salary in the Quartermaster Corps, $1,200 per annum, and in the Philippine Service, $1,600 per annum. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

Sec. 253. Veterinary Inspector, Bureau of Animal Industry, Department of Agriculture.—See Veterinarian, section 252.

Sec. 254. Watchman.—See subclerical examination, section 228.

Sec. 255. Wireman, Departmental Service.—Age, 20 years or over; application form, 1800; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING (third grade, see sec. 41), 10; PRACTICAL QUESTIONS RELATIVE TO THE WIRING OF BUILDINGS, ETC., 65; TRAINING, EXPERIENCE, AND FITNESS, 25.

RATING OF EXAMINATION PAPERS.

Sec. 256. Method of rating.—The following method is observed in rating examination papers by the commission:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed *until his papers have been rated and reviewed and his average percentage determined.* As the charges for specific errors are

all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

An average percentage of at least 70 in all examinations (except for the stenographer and typewriter examination for the Philippine Service, in which 75 per cent is required) is required for eligibility, except in the case of applicants entitled to preference under section 1754, U. S. Revised Statutes (for further information concerning privileges of this class of applicants see section 269), provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 on the technical subjects in addition to an eligible rating on the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 on the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

Sec. 257. Rules for rating.—As soon as practicable after an examination the papers of the competitors shall be rated and the average percentage of each ascertained.

All examination papers shall be rated under the following rules:

Mark every correct answer..... 100 Mark every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct the sum of the error marks of each answer from 100.	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.

SPELLING.	From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: *Provided*, That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: *And provided further*, That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1

For any other deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.

COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.	From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words	3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error)	1 to 3
For writing part of the exercise and then commencing again; for signing name	5
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter	1
For paraphrasing the language of the text, according to gravity of error	5 to 100

PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 99; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

LETTER WRITING.

In marking the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

REPORT WRITING.

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

ARITHMETIC.	From 100 deduct—
For each wrong process or for each omission of a step in a solution, according to gravity of error	10 to 65
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers	25
For error in computation or copying, or for superfluous work not canceled	10
For complex method, the correct result being produced	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers	5
For omitting work in full, the correct answer being given, according to quantity of work required in solution	25 to 75
For omitting work in part, according to gravity of error	5 to 35
For giving proof instead of solution, according to gravity of error	10 to 75

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

GEOGRAPHY.

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of waters, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

The geography will be rated as indicated above.

In rating civil government, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

STENOGRAPHY.

	From 100 deduct—
For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected	3
For each transposition	2
For each gross error in capitalization or punctuation; for each error in division of words; abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected	1
For interlineations, erasures, and lack of neatness	1 to 5

The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

PRACTICAL TESTS OF TYPEWRITER EXAMINATION.

Speed and accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. In determining the average on each subject, speed will be given a weight of 2 and accuracy a weight of 3.

When the accuracy mark in an exercise is 25 per cent or less, no credit will be given for speed.

A competitor who attains a rating of 18 per cent or less in the subject of copying and spacing, even with a rating of 100 per cent in rough draft and in plain copy, would attain an average of *less than 65 per cent* for the three technical subjects of the typewriter examination. The rough draft and the plain copy in any such case will therefore not be rated, and the general average in the examination will not be determined.

Also, a competitor who attains ratings in the subjects of rough draft and copying and spacing which result in an average rating for these two subjects of 50 per cent or less, even with a rating of 100 per cent in plain copy, would attain an average of *less than 65 per cent* in the three technical subjects of the examination. The plain copy, in any such case, will therefore not be rated, and the general average in the examination will not be determined.

1. *Copying from rough draft (stenographer and typewriter).*

	From 100 deduct—
For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin	5
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5; for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line	1
For each space in a word, or for crowding letters in a word	2
For each case of inconsistent spacing between lines (total charges not to exceed 10)	3
For erasures, and for each error not specified above	1 to 5

Time consumed will be rated according to the following scale: If the competitor consumes only five minutes, he will be credited with 100. When the time consumed is more than five minutes, 4 will be deducted from 100 for every minute consumed more than five minutes.

2. *Copying and spacing (stenographer and typewriter).*

	From 100 deduct—
For the omission of the general head, or of a single line	10
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of colons, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraphs at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding *th* to date; for the transposition of a single word, item, or line; for each use of —— for ..... (total for use throughout exercise, 10); and for each preliminary test on machine	5
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5)	3
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of i for 1, for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa	2
For each use in numbers of I for 1, l or L for I, or o for 0 (charge for general use of either throughout exercise, 5); and for striking over except in cases covered above	1
For irregularities in the margin of a column	2 to 5
For erroneous length of the dashed lines; for errors in the colons; for erasures, and lack of neatness; and for each error not specified above	1 to 5

Time consumed will be marked according to the following scale: If the competitor consumes only 15 minutes, he will be credited with 100. When the time consumed is more than 15 minutes and not more than 25 minutes, 1 will be deducted from 100 for every minute consumed more than 15 minutes. When the time consumed is more than 25 minutes and not more than 35 minutes, 2 will be deducted from 90 for every minute consumed more than 25 minutes. When the time consumed is more than 35 minutes, 3 will be deducted from 70 for every minute consumed more than 35 minutes.

3. *Copying from plain copy (stenographer and typewriter).*

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination.

	From 100 deduct—
For writing one line over another	10
For each error in orthography; for each word or figure omitted, *provided* that a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.; for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalize or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa	5
For each case of inconsistent spacing between lines	3
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10)	2
For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5)	1

	From 100 deduct—
For lack of neatness	1 to 5
For each error not specified above	1 to 5

Time consumed will be rated according to the following scale: For a speed of 50 or more words per minute a credit of 100 will be given; for a speed of less than 50 words per minute a deduction of 1 from 100 will be made for every word written at a rate of less than 50 words per minute to and including a rate of 40 words per minute; for a speed of less than 40 words per minute a deduction of 2 from 90 will be made for every word written at a rate of less than 40 words per minute to and including a rate of 20 words per minute. If the exercise is written at a rate of less than 20 words per minute no credit will be given for speed.

ELIGIBILITY AND APPOINTMENT.

Sec. 258. Period of eligibility.[1]—The period of eligibility on all registers for original appointment is one year from the date of entering the name on the register (see next section), which entry is made as soon as practicable after the rating of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. The period of eligibility is never extended in individual cases, but extension always applies to the entire register.

Whenever a person whose name is upon more than one register is appointed from one of such registers, his eligibility on all registers of the same or lower grade is canceled. He may, however, upon his written request at any time within the period for which eligibility would have run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period, unless it is otherwise provided with reference to a particular examination.

An eligible may upon request in writing have his eligibility suspended for a stated period within the term of eligibility.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

Sec. 259. Eligibility—Beginning and termination of, in cases of delayed entry on register.—The following provision of section 3 of Rule VI, "the term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register," is to be read with the provisions of the law and of the rules as to the qualifications of applicants and the essentials of eligibility; and it is therefore held that when the commission admits a person to examination subject to his subsequent compliance with the requirements essential to eligibility or subject to the removal of an existing disability, such person is admitted upon the following conditions: That after he is able to fully qualify, his eligibility is to be coincident and coextensive as to time with that of other eligibles from the same examination; that if he qualifies during the life of the register, he is to have eligibility for the balance of the life of the register and no longer; and that if he fails for any reason to fully qualify within the life of the register then he loses his right to any eligibility whatsoever and may become eligible only upon again entering an examination and duly qualifying.

Sec. 260. Transfer of eligibility.—No eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles. For transfer of eligibility on stenographer and typewriter registers see section 217.

Sec. 261. Certifications.—Until requested to certify names for filling it the commission has no information in regard to any vacancy which may exist in any branch

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[1] The period of eligibility on registers for the Philippine service is two years.

of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the *three* persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it certification may be made from a higher-grade register for filling a lower-grade position.

Sec. 262. Method of certification for scientific or technical positions, those of stenographer and typewriter at $1,000 or more per annum, and other positions. Departmental service.—When requisition is received for certification from any register of a scientific or technical character or for stenographer and typewriter at a salary of $1,000 or more the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages as much as 73, have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

When requisition is received to fill a vacancy in any of the following-named positions certification is made of the sex called for in accordance with the apportionment:

Bookkeeper.
Clerk.
Clerk examiner.
Elevator conductor.
Engineer.
Expert and special agent.
Fireman.
Laboratory helper.
Law clerk.
Machinist.
Messenger.
Research and editorial assistant.
Skilled laborer.
Statistical clerk.
Stenographer and typewriter ($900 and less per annum).
Watchman.

Sec. 262. Certifications for the Railway Mail Service.—The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request. If the examination taken by the eligible is of a lower grade than that held for the State to which he desires his eligibility transferred his request can not be approved.

Sec. 264. Certifications for the Indian Service and for some other services outside of the District of Columbia.—For a vacancy in the Indian Service certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of inspector's assistant in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California, the dividing line north and south. Mounted inspectors are certified by average percentage, regardless of residence.

Sec. 265. Certification for the Isthmian Canal Service.—As a result of examinations held after December 5, 1911, for positions on the Isthmus of Panama two lists of eligibles will be established, one containing the names of persons examined on the Isthmus, the other containing the names of those examined at other places. Those examined on the Isthmus will be preferred for appointments in the Isthmian Canal Service in the Canal Zone.

Sec. 266. Certification for the Field Service.—In filling vacancies in the Field Service the following procedure in making certifications will be followed:

For the Customs Service certification will be made of those examined at the port at which the vacancy exists. Where examinations are held also at subports the highest eligibles will be certified of those examined at the port and at subports, except in the case of a few subports for which the regulations provide for the certification only of eligibles examined at the subport.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the tenth civil-service district. (See sec. 35.)

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers.

For the position of office of deputy marshal certification will be made of those examined in the State in which the vacancy exists. This does not apply to the tenth civil-service district. (See sec. 35.)

In filling vacancies in the position of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality

becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply, so far as possible. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment. For transfer of eligibility on stenographer and typewriter registers, see section 217.

Certification for the appointment of stenographers and typewriters in the offices of chiefs of field divisions of the Land Office Service will be made of the highest eligibles examined in the civil-service district in which the vacancy exists, exclusive of those examined in the State in which the vacancy exists. Certification for appointment to these positions in local land offices and offices of surveyors general will not be so made, but will be made by certifying eligibles examined in the city in which, or in the immediate vicinity of which, the vacancy exists.

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, and positions in the Internal-Revenue Service and the position of office deputy United States marshal in the tenth civil-service district (see sec. 35), certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; that is, of those who live in the place, or in the vicinity of the place, of employment, and of those who do not live in that place but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

Sec. 267. Probationary appointment.—The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment shall be a probationary period. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond six months confirms his absolute appointment.

Sec. 268. Declination of appointment.—An eligible who declines appointment will be dropped from the eligible register and his name will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment and

unless assurance is given that he will accept the next appointment offered for service in the locality and at the entrance salary which he indicates his willingness to accept.

It is important that the commission be kept informed by eligibles on any of its registers of changes in their circumstances which would prevent the acceptance of appointment under the conditions as to salary and location specified as satisfactory at the time of examination in order that delay may be avoided in filling vacancies and to prevent certifications being charged against their names for positions which they might not be willing to accept. The commission should also be promptly notified of any and all changes of address. In case application has been filed with the district secretary (see sec. 35) notices of changes should be sent to him.

Sec. 269. Preference in appointment.—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the commission has the following advantages: (*a*) He is released from all age limitations; (*b*) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (*c*) having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference; and (*d*) he is released from the law and rules relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list. Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.

Sec. 270. Apportionment.—The civil-service law requires that, as nearly as the conditions of good administration will warrant, appointments to positions in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

Section 2 of civil-service Rule VII excepts the following positions from the requirement of apportionment: Plate printer, printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; positions in the field service of the military staff departments and at Army headquarters, mail-bag and mail-lock repair shops, Government Printing Office, Pension Agency, and local offices in the District of Columbia; apprentice, student, gardener, engraver, cabinetmaker, carpenter, electrician's helper, electric lineman, electric wireman, messenger boy, painter, plumber, and plumber's helper. Appointments to unclassified positions, such as those of mere laborers, and to positions excepted by law or Executive order from competitive examinations or the apportionment, are not apportioned among the States.

Sec. 271. In order that appointments to positions in the departments at Washington may be apportioned, as nearly as the conditions of good administration warrant, among the States and Territories according to population, whenever an appointment is made, the State of which the appointee is a resident is charged with the appointment; and whenever a person becomes separated from the service the State to which his appointment stands charged is credited. For several reasons it is not possible to apportion the appointments equally among the States. For example, many of the appointments were made before the civil-service law became operative; also if a State which may be next entitled to an appointment does not furnish eligibles having the required qualifications, it is necessary to certify eligibles who reside in other States; and the reinstatement of a person who has been separated from the service without delinquency or misconduct must be charged to the State of which he is a resident. The commission is without authority to disapprove the reinstatement

of a person on the ground of residence in a State which has received an excessive share of appointments. Again, the conditions of good administration frequently require that positions in the departments at Washington shall be filled by the transfer of persons holding similar classified positions in other parts of the country, and such transfers are required to be charged to the respective States and Territories in which the persons reside. In this way a number of States have received a larger proportionate share of appointments than others.

The following table shows the apportionment of appointments at Washington, D. C., from July 16, 1883, to January 1, 1913. The States and Territories are named in relative order according to the number of appointments they have received in proportion to population under the census of 1910:

State or Territory.	Appointments.			Separations.	Net appointments charged.
	Through examination.	Through reinstatement.	Through transfer.		
1. Porto Rico	72	3	6	49	32
2. Alaska	8	1	1	8	2
3. Hawaii	24	.....	.....	13	11
4. Oklahoma	182	15	33	128	102
5. North Dakota	77	6	14	58	39
6. New Mexico	35	2	21	35	23
7. Washington	147	11	22	99	81
8. California	370	21	71	292	170
9. Oregon	92	8	19	70	49
10. Louisiana	265	18	28	188	123
11. Arkansas	255	24	16	178	117
12. Texas	601	41	68	420	290
13. Alabama	346	36	28	250	160
14. Mississippi	295	14	24	192	141
15. South Dakota	96	10	28	85	49
16. Montana	56	10	17	51	32
17. Idaho	42	5	11	30	28
18. Florida	104	13	30	82	65
19. Kentucky	401	32	66	286	213
20. Illinois	1,019	106	160	759	526
21. Wisconsin	445	39	44	309	219
22. Tennessee	388	46	68	296	206
23. North Carolina	369	34	72	265	210
24. Missouri	649	53	82	470	314
25. Minnesota	355	30	79	266	198
26. South Carolina	261	20	40	176	145
27. Georgia	476	50	90	363	253
28. Michigan	532	47	64	370	273
29. New Jersey	468	43	56	312	255
30. Utah	86	6	6	60	38
31. Colorado	148	14	43	123	82
32. Kansas	300	37	59	221	175
33. Iowa	474	54	81	376	233
34. Indiana	529	46	99	389	285
35. Wyoming	27	2	11	24	16
36. Nevada	11	1	4	7	9
37. Nebraska	230	21	57	176	132
38. New York	1,896	204	353	1,442	1,011
39. Maine	174	20	28	139	83
40. Arizona	29	2	16	24	23
41. Ohio	942	134	163	699	540
42. Pennsylvania	1,476	143	287	1,024	882
43. Connecticut	225	30	36	160	131
44. New Hampshire	110	14	15	88	51
45. West Virginia	182	29	65	131	145
46. Rhode Island	129	7	18	89	65
47. Massachusetts	946	55	114	672	443
48. Vermont	106	12	12	65	65
49. Delaware	65	2	13	43	37
50. Virginia	605	93	158	447	409
51. Maryland	653	88	154	426	469
52. District of Columbia	1,337	286	468	962	1,129
Total	19,105	2,038	3,518	13,882	10,779

Sec. 272. Salary.—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal-question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 276 of this Manual.

A competitor should therefore state on his personal-question sheet in his examination the lowest salary that he will accept, as he will not be allowed to make any change in the amount stated after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

Sec. 273. PROSPECTS OF APPOINTMENT.—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Sec. 274. Male stenographers and typewriters are in demand, and those who are competent and willing to accept the salaries offered have much greater prospects for appointment than applicants for other clerical positions.

Sec. 275. A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the post-office service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Florida, Idaho, Louisiana, Mississippi, Montana, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, and Washington, and the Territories of Alaska, Hawaii, and Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with proper qualifications, under present conditions have very good prospects for appointment to positions in the apportioned departmental service.

Sec. 276. The table on page 128 shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1912.

Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Aid, Coast and Geodetic Survey	50	19	8	.....	.....	.....	$720.00	$900.00
Aid, Lighthouse Service [1]	63	28	1	.....	.....	.....	1,380.00	1,380.00
Apprentice map engraver	6	6	3	.....	.....	.....	[2].75	[2]1.00
Apprentice plate cleaner, transferrer, and engraver	4	2	3	.....	.....	.....	[2]1.60	[2]1.60
Apprentice plate printer	171	134	50	.....	.....	.....	[2].75	700.00
Assistant engineer, Reclamation Service [1]	58	53	.....	.....	.....	.....	.....	.....
Assistant examiner	249	87	24	2	1	.....	1,500.00	1,500.00
Assistant observer	142	34	28	.....	.....	.....	[3]720.00	720.00
Bookkeeper, departmental	651	165	89	.....	.....	.....	700.00	1,200.00
Cadet engineer	34	4	5	.....	.....	.....	660.00	660.00
Cadet officer	21	10	6	.....	.....	.....	600.00	600.00
Civil engineer and draftsman	79	24	3	.....	.....	.....	1,200.00	[2]5.04
Civil engineer and superintendent of construction [1]	62	19	1	.....	.....	.....	1,500.00	1,500.00
Civil engineer student	79	32	3	.....	.....	.....	720.00	720.00
Clerk, departmental	1,806	510	37	783	304	41	660.00	1,090.00
Clerk, Isthmian Canal [4]	101	50	8	.....	.....	.....	1,200.00	1,200.00
Computer:								
Coast and Geodetic Survey	59	7	.....	.....	.....	.....	.....	.....
Nautical Almanac Office	14	7	6	.....	.....	.....	([5])	([5])
Naval Observatory				.....	.....	.....	([5])	([5])
Supervising Architect's Office [1]	16	5	1	.....	.....	.....	1,600.00	1,600.00
Draftsman:								
Architectural	3	3	2	1	.....	.....	1,500.00	2,400.00
Copyist, topographic	208	40	5	49	12	.....	900.00	1,200.00
Engineer	2	1	.....	.....	.....	.....	.....	.....
Heating and ventilating	1	1	3	.....	.....	.....	1,200.00	1,200.00
Junior architectural	19	9	.....	.....	.....	.....	.....	.....
Junior engineer	15	5	.....	.....	.....	.....	.....	.....
Mechanical, Isthmian Canal	22	6	6	.....	.....	.....	1,350.00	1,350.00
Topographic, departmental	40	7	2	12	1	.....	900.00	1,500.00
Topographic, Isthmian Canal	67	20	2	.....	.....	.....	1,500.00	1,500.00
Electrotyper, finisher	13	12	1	.....	.....	.....	[6].60	[6].60
Electrotyper, molder	6	3	.....	.....	.....	.....	.....	.....
Elevator conductor	129	108	39	.....	.....	.....	720.00	720.00
Engineer, Indian Service	31	13	4	.....	.....	.....	720.00	780.00
Farmer, Indian Service	434	201	36	.....	.....	.....	600.00	840.00
Fish culturist	94	62	23	6	4	.....	600.00	600.00
Forest assistant, Forest Service	159	91	59	.....	.....	.....	1,200.00	1,200.00
Junior engineer:								
Bureau of Mines—								
Mining	8	3	3	.....	.....	.....	900.00	1,380.00
Engineer Department at Large—								
Civil	158	112	.....	.....	.....	.....	.....	.....
Electrical	37	19	.....	.....	.....	.....	.....	.....
Mechanical	24	8	.....	.....	.....	.....	.....	.....
Reclamation Service [1]	52	35	3	.....	.....	.....	960.00	1,500.00
Kindergarten teacher	.....	.....	.....	24	21	7	600.00	600.00
Local and assistant inspector of boilers	57	16	5	.....	.....	.....	1,500.00	2,000.00
Local and assistant inspector of hulls	45	20	7	.....	.....	.....	1,500.00	2,000.00
Matron, Indian Service	.....	.....	.....	202	169	34	400.00	600.00
Physician	63	51	36	.....	.....	.....	1,320.00	2,100.00
Press feeder	8	7	.....	27	22	26	[6].25	[6].25
Railway mail clerk [7]	8,968	6,758	1,982	.....	.....	.....	[8]800.00	800.00
Scientific assistant	351	154	19	38	24	10	600.00	1,620.00
Stenographer	879	152	33	327	93	6	700.00	1,080.00
Stenographer and typewriter	1,525	514	417	671	320	103	480.00	1,200.00
Stereotyper	3	3	.....	.....	.....	.....	.....	.....
Subclerical, departmental	1,323	1,099	463	.....	.....	.....	300.00	720.00
Superintendent of construction [1]	92	34	1	.....	.....	.....	1,800.00	1,800.00
Teacher, Indian Service	84	57	29	128	88	47	540.00	840.00
Trained nurse	33	28	6	108	106	37	600.00	1,080.00
Typewriter	1,170	744	307	471	279	40	480.00	1,200.00
Veterinarian	392	185	109	.....	.....	.....	1,200.00	1,400.00
Wireman	21	6	4	.....	.....	.....	900.00	900.00

[1] Examination not held during year ended June 30, 1912. Figures shown are for preceding year.
[2] Per diem.
[3] Assistant observers are paid $720 per annum during the probationary period, after which, if they are retained in the service, they will be given a salary of $840 per annum.
[4] Examination not held during year ended June 30, 1912. Figures shown are for the examination of Sept. 11, 1912, only.
[5] Piecework.
[6] Per hour.
[7] Rating of examinations held during year ended June 30, 1912, is not yet completed. Figures shown are for preceding year.
[8] Entrance salary for railway mail clerks is now $900 per annum.

CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, CLAUSE 3.

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, legislative and judicial branches, consular and diplomatic services, and the Pan American Union.]

Sec. 277. Below will be found a list of classified positions which are excepted from examination by the commission. For information in regard to appointment to any of the positions mentioned therein, application should be made to the head of the department or office in which such position is located.

No office or position is excepted unless it is specifically named herein. Not more than one position is treated as excepted under the title of any such position unless a different number be indicated.

I. The Entire Classified Service.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head.

2. One private secretary or confidential clerk to each of the heads of bureaus appointed by the President and confirmed by the Senate in the executive departments, if authorized by law.

3. All persons appointed by the President without confirmation by the Senate.

4. Attorneys, assistant attorneys, and special assistant attorneys.

5. Chinese and Japanese interpreters.

6. Any person receiving for his personal salary compensation aggregating not more than $300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition when payment is not at a per annum rate the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.[1]

7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Commerce and Labor.

8. Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service, where the persons enlist for the season of navigation only.

9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the customs service.

10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.

[1] As amended Oct. 14, 1911.

11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

12. Mechanics and skilled tradesmen or laborers,[1] employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver[2] of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

15. Positions of unusual character as to duties or compensation and for which qualified persons are so rare that in the judgment of the commission they can not in the interests of good civil-service administration be filled through competitive examination. Prior consent of the commission must be obtained for appointments under this clause.[3]

II. State Department.[4]

1. Eight officers to aid in important drafting work.[5]
2. Assistant solicitors.[5]

III. Treasury Department.[4]

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as $500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.[6]

4. Storekeepers and gaugers[7] whose compensation does not exceed $3 per diem when actually employed and whose aggregate compensation shall not exceed $500 per annum.

This exception from the requirement of examination shall not apply to the Fifth Internal Revenue District of North Carolina.

5. One private secretary or confidential clerk to the superintendent, and one cashier in each mint, and one cashier in the assay office at New York.

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any persons employed in the Public Health Service as quarantine attendants at stations at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on quarantine vessels or in camps or stations established

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[1] This exception refers to skilled or classified laborers; unskilled laborers are not within the scope of the civil-service act and rules.

[2] The commission holds that this exception applies to chauffeurs as well as to drivers of carriages.

[3] Amended by Executive order, Aug. 26, 1912.

[4] See excepted positions in this department under heading "The Entire Classified Service."

[5] As amended under Executive order, Aug. 24, 1912.

[6] As amended June 12, 1911.

[7] Internal-Revenue Service.

for quarantine purposes during epidemics of contagious diseases, for temporary duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.[1]

8. In the Alaska customs service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the customs service at the port of Chicago.

10. Mounted inspectors in the customs service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the Leprosy Investigation Station, Molokai, Hawaii.

14. Informers and possemen in the Internal-Revenue Service.

15. Laborers at $480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

IV. War Department.[2]

1. All cable engineers and cable electricians.[3]

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of $60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.[4]

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All navigating positions on the torpedo and mine planters of the Quartermaster's Department at large.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

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[1] Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.

[2] See excepted positions in this department under heading "The Entire Classified Service."

[3] Army paymasters' clerks were given a military status by the Army appropriation act for the year ending June 30, 1912. The commission accordingly directed that the clause excepting them from examination as classified civil employees be stricken from Schedule A and the clauses following be renumbered accordingly. This action was approved by the President Oct. 23, 1911 (Minutes of Commission, Oct. 27, 1911).

[4] Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster's Department at large, Corregidor, Philippine Islands.

12. Contract surgeons.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

V. Navy Department.[1]

1. Paymaster's clerks acting as principal clerks to general storekeepers at navy yards and naval stations.

2. Civilian professors, instructors, and teachers in the United States Naval Academy at Annapolis.

3. All positions in the island of Guam and in the island of Samoa.[2]

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.[3]

VI. Department of Justice.[1]

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

2. One clerk to each United States district attorney.

3. Examiners.

4. Any person employed as field deputy in the office of a United States marshal, or whose chief duties are to serve process.

5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

VII. Post Office Department.[1]

1. The Assistant Attorney General for the Post Office Department.

2. One private secretary or confidential clerk to the Assistant Attorney General, and one to the purchasing agent of the Post Office Department.

3. One private secretary or confidential clerk to the postmaster, if authorized by the Postmaster General, at each post office where the receipts of the last preceding fiscal year amounted to as much as $350,000.

4. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.[4]

5. One auditor at the post office in New York City.

6. Clerks in charge of contract stations, appropriated for as such and so reported.

7. Chief post-office inspector.

VIII. Department of the Interior.[1]

1. The superintendent of the Hot Springs Reservation.

2. Inspectors whose duties are of a confidential nature in the Office of the Secretary of the Interior and who are appropriated for by Congress.

3. Inspectors of coal mines in the Territories.

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.

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[1] See excepted positions in this department under heading "The entire classified service."

[2] As amended Feb. 21, 1911.

[3] Amendment of Apr. 3, 1911.

[4] Amended by Executive order, Oct. 15, 1912.

5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.

7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agents.

8. Physicians employed in the Indian Service and receiving not more than $720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the Commission.

9. All physicians employed as pension examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.

10. Five special pension examiners to investigate fraudulent and other pension claims of a criminal nature.

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers of the Reclamation Service under the Geological Survey.

13. One confidential clerk and one record clerk to the Superintendent of the Government Hospital for the Insane.

14. One private secretary to the Director of the Geological Survey.

15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.

16. Special officers to assist in the suppression of the liquor traffic in the Indian Service.[1]

17. Superintendent of Indian Insane Asylum, Canton, S. Dak.

18. Special agent for the Chippewa Indians of Lake Superior.

19. One Indian trade supervisor.

20. Superintendents or officers in charge of national parks or reservations.

21. Chief law officer in the Reclamation Service.

22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.

23. One histopathologist temporarily engaged in research work at the Government Hospital for the Insane.

24. One specialist in higher education in the Bureau of Education.

25. The assistant to the Secretary in the Office of the Secretary of the Interior.[1]

26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.[2]

IX. Department of Agriculture.[3]

1. (*a*) Agents employed in field positions the work of which is financed jointly by the department and cooperating persons or organizations outside of the Federal service.

(*b*) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

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[1] Amendment of Apr. 21, 1911.

[2] Executive order, Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee tribe of Indians and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

[3] See excepted positions in this department under heading "The entire classified service."

(*c*) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies, hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(*d*) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(*e*) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

(*f*) Student assistants whose salary shall not exceed a rate of $300 a year each while employed.

Prior consent of the commission must be obtained for the appointment of agents under clause (*d*) above; and in making appointments under clauses (*a*), (*b*), (*c*), (*e*), and (*f*), a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.[1]

An agent is one who is employed to act for or to represent the Department of Agriculture in some locality or territory outside of Washington, and whose duties are of such a temporary or special character or whose compensation is so low as to render it impracticable to adequately fill the position by open competitive examination.

An expert is one who has such rare, peculiar, or unusual skill or experience in some department or branch of knowledge as to render his qualifications essentially different from or superior to those required of any classified employees in competitive positions and not likely to be possessed in an equal or superior degree by other persons who might be available for appointment.

(Regulations approved Apr. 17, 1905, and minute of Commission, Jan. 23, 1908.)

2. One statistical agent in each State and Territory where authorized by law.

3. Guards, field assistants for reconnaissance parties, guides, cooks, packers, teamsters, choppers, and skilled laborers employed temporarily during the season of danger from fires, or when other special work requires additions to the regular Forest Service force. They shall serve only as long as absolutely required and in no case more than six months in any one year, except in the case of forest guards, whose employment shall not be so limited. So far as the commission may deem practicable, such appointments shall be made from the registers of eligibles for forest rangers.

X. Isthmian Canal Commission.[2]

1. All officers and employees in the service of the Isthmian Canal Commission upon the Isthmus of Panama, except those who are to perform the duties of clerk, bookkeeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more[3] than $75 in gold per month may be made without examination under the civil-service rules. No person appointed to the service on the Isthmus of Panama otherwise

[1] All of section 1 promulgated by Executive order, Aug. 26, 1912.

[2] See excepted positions in this department under heading "The entire classified service."

[3] As amended July 17, 1906.

than through competitive examination, or by transfer or promotion from a competitive position, shall be transferred to a competitive position, unless he was classified by the Executive order of November 15, 1904, in a position which was then and is at the time of the proposed transfer in the competitive service.

2. One inspecting engineer and inspectors in the purchasing department.

XI. Department of Commerce and Labor.[1]

1. All persons temporarily connected with the field operations of the Bureau of Fisheries who are paid from lump appropriations for miscellaneous expense. No person employed in a position specifically provided for by statute at any station shall be regarded as excepted from examination hereunder.

2. Shipping commissioners whose compensation for the fiscal year ending June 30, 1907, was, as shown by the records in the Department of Commerce and Labor, $2,500 or over.[2]

3. Commercial agents to investigate trade conditions abroad and in the United States, including the insular possessions, with the object of promoting the foreign commerce of the United States.[3]

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[1] See excepted positions in this department under heading "The entire classified service."

[2] This order applies to the ports of New York, San Francisco, Port Townsend, and Boston.

[3] Amendment of Sept. 4, 1911.

SCHEDULE B.

CLASSIFIED POSITIONS WHICH MAY BE FILLED UPON NONCOMPETITIVE EXAMINATION.

The noncompetitive examinations authorized under Rule III, clause 2, shall consist of the same tests of fitness as those applied to other persons seeking appointment through competitive examination.

Noncompetitive examinations authorized under this schedule are given only upon the request of the head of the department or office in which such positions exist.

I. INTERIOR DEPARTMENT.

1. Superintendent, teacher, manual-training teacher, kindergartner, physician, matron, clerk, seamstress, farmer, and industrial teacher, in the Indian Service at large when filled by Indians.

2. Messenger, assistant messenger, and messenger boy, in the Office of Indian Affairs when filled by Indians.

3. Any competitive position at an Indian school when filled by the wife of a competitive employee at that school.

4. Miners, whether employed in rescue or first-aid work at rescue stations, on rescue cars, or at experimental mines, under the Bureau of Mines: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

II. INTERSTATE COMMERCE COMMISSION.

1. Not exceeding 20 special agents under the Division of Prosecutions and 10 inspectors under the Hours of Service Division, subject to such evidence of qualification as the Civil Service Commission may prescribe after consultation with the Interstate Commerce Commission: *Provided*, That should the Civil Service Commission at any time have reason to believe that the privilege so afforded is abused it may revoke it.

2. Inspector of safety appliances.

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[Examinations conducted by the commission are held "generally" or "locally"; that is, in the case of general examinations they are held in all the States and Territories for appointment wherever vacancies may occur, and in the case of local examinations they are held at or in the vicinity of the places of employment for local appointment. In the index, the letter "(g)" indicates a general examination; the letter "(l)" indicates a local examination. Where both letters occur, more than one kind of examination or more than one branch of the service are comprised, and general or local examinations are held, depending upon the position or the branch of the service. Where no letter is shown, reference to the text will explain the omission.]

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UNITED STATES CIVIL SERVICE COMMISSION

MANUAL OF EXAMINATIONS

FOR THE

FALL OF 1913

[THE REPORTS OF THE COMMISSION, SHOWING ITS WORK AND CONTAINING THE CIVIL-SERVICE ACT, RULES, AND REGULATIONS, CAN BE CONSULTED AT THE PRINCIPAL PUBLIC LIBRARIES]

WASHINGTON
GOVERNMENT PRINTING OFFICE
1913

SEO

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SPECIAL NOTICE.

The Manual is revised semiannually to January 1 and July 1, and contains all information applicants need concerning the filing of applications and the examinations mentioned therein. Before writing for information see that your inquiry is not fully answered in this Manual. Consult the index. The January edition contains the schedule of spring examinations and the July edition the schedule of fall examinations. Requests for the next January edition should not be made before January 15, 1914.

Persons making requests for information in regard to examinations and for application blanks who do not specify the name of the examination desired will be furnished with this Manual, unless they have already been supplied. Upon receipt of the Manual they should notify the commission of the name of the examination desired, using for that purpose the form below; the proper blank will then be sent provided the desired examination is pending.

REQUEST FOR APPLICATION BLANK.

Fill out the form below, detach page, and mail to the commission. When mailing your request, attach proper postage to the envelope, but do not enclose stamps for reply.

Date.....191

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C.:

Please mail to the address given below the proper application blank, in order that

I may take the examination for the position of.....

..... at .....

on ..... 191 .

(Signature) .....

(Address) .....

.....

CHANGE OF ADDRESS.

Persons who have applied for examination or who have passed an examination for the Departmental or Isthmian Canal Service should keep the commission informed of any change of post-office address. Failure to do so will be treated as the fault of the applicant or eligible. A request to have an address changed should relate only to the change in address and should always indicate the kind and date of the examination taken, the average attained, and, if educational, the place of examination.

Persons eligible for the Philippine Service should notify the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C., of change of address, and not the commission.

Persons who have filed application for the Field Service should notify the district secretary of any change of address. (See sec. 35.)

REQUEST FOR CHANGE OF ADDRESS.

When communicating with the commission relative to change of address fill out the blanks below, tear out this page, and forward it to the commission.

....., 191..

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C.

Exact title of examination:[1] .....

.....

.....

Bona fide residence of applicant:.....
(State, not address.)

Average attained: .....

Date of examination: .....

City in which examined: .....

Please change the address on my application from .....

.....

to .....

.....

Signature: .....

[1] If you have more than one application on file, name each kind of examination for which an application has been filed.

EXAMINATIONS AND APPOINTMENTS.

Under "Descriptions of examinations" the titles are arranged alphabetically. Many examinations not described in this Manual are announced from time to time as eligibles are needed. For further information concerning such examinations see section 43 of this Manual.

Examinations are now held in every State and Territory. From most examinations appointments may be made not only to a particular class of positions, but to any position where the qualifications tested are required. Examinations for the Departmental Service as a rule are not held for any particular department or office, but for the purpose of establishing registers from which appointments may be made to any of the departments or offices where the qualifications tested are required.

Appointments are made through examination and certification by the commission to all positions in the executive branch of the Federal service, both at Washington, D. C., and in the country at large, except those filled by presidential appointment, certain positions of an executive, confidential, or fiduciary character, such as private secretary, etc., and certain minor positions.

Appointments to Federal positions in Porto Rico, Hawaii, and the Isthmus of Panama are made on the same basis as those in the States. So far as is practicable, the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine civil-service act; but this commission holds such examinations as the Philippine civil-service board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine civil service, but are in the civil service of the United States. The positions referred to include those under the staff officers of the Philippines Division, and the commandants of the United States naval stations at Cavite and Olongapo. The bureau of civil service at Manila is authorized to receive applications for admission to the Federal civil service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

The term "Departmental Service," as used in this pamphlet, refers to positions in the departments and offices at Washington, D. C. The term "Field Service" refers to positions in the local services outside of Washington, D. C.

Positions under State or municipal control are not filled as a result of examinations held by this commission.

CIVIL-SERVICE SCHOOLS AND INSTITUTES.

The commission has no connection with any civil-service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of schools.

SCOPE OF THE CIVIL-SERVICE LAW.

January 16, 1883, Congress passed what is known as the "civil-service law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purposes, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the commission. The fundamental purpose of the law and rules is to establish, in the parts of

the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "classified service" indicates the parts of the service within the provisions of the civil-service law and rules requiring appointments therein to be made upon examination and certification by the commission, unless especially excepted from competition; the term "unclassified service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the commission.

The civil-service law and rules do not give to the commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and heads of departments. Upon requisition of an appointing officer the commission provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the commission's duty ends so far as an appointment is concerned, except, of course, that it is charged with investigating and reporting any irregularity of appointment or removal.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement.

EXTENT OF THE CLASSIFIED CIVIL SERVICE.

"The classified civil service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by by the Senate." * * * (Civil-Service Rule II, clause 1.)

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Railway Mail Service, the Indian Service, the Steamboat-Inspection Service, the Immigration Service, the Public Health Service, the Lighthouse Service, the Life-Saving Service, the Mint and Assay Service, the Custodian Service, the Subtreasury Service, the Engineer Department at large, the Ordnance Department at large, the Quartermaster Corps, the Customs Service, the Post-Office Service, the Government Printing Office, the Internal-Revenue Service, the Rural Delivery Service, the Forest Service, the Reclamation Service, the Isthmian Canal Service, the Navy-Yard Service, the Government Hospital for the Insane, the National Military Park Service, and the position of fourth-class postmaster except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under civil-service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these positions will be found in section 279.

All places in the classified service except those mentioned in the section referred to above, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the civil-service law.

Under the terms of the law positions outside the executive branch of the Government, positions to which appointment is made by the President and confirmed by the Senate, and positions of mere unskilled manual labor are not required to be classified. With these limitations, the President is authorized to direct, from time

to time, in his discretion, the heads of departments and offices to extend the classified service. Under this authority the classified service has been gradually extended until it now includes more than 300,000 individual positions. The commission has nothing to do with classifying any positions except those in its own force. In the executive service not yet classified are the following: Consular and Diplomatic Services, post offices of the third class, governments of the District of Columbia and of Territories, Congressional Library, and some other parts of the service.

PLACES AND DATES OF EXAMINATIONS.

Section 1. No request will be granted to take an examination at any place or on any date for which it is not scheduled. An applicant may take only one kind of examination at one time or place. An applicant for appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the State in which he resides and must show that he has been actually domiciled in such State for at least one year previous to the date of examination. Applications for examinations mentioned in this section must be filed with the commission at Washington, D. C.

All examinations begin at 9 a. m., local time. For location of the examination room, if outside of Washington, D. C., apply to the secretary of the board of examiners or to the postmaster in the city or town where the examination is held, not later than 8.30 a. m. on the date of the examination. Examinations in Washington, D. C., are held at No. 1724 F Street NW.

For information in regard to examinations to be held in the Canal Zone, persons residing on the Isthmus should make application to the secretary of the board of civil-service examiners, Culebra, Canal Zone.

The following-named examinations will be held in the fall of 1913, and may be taken as indicated below at the places and on the dates shown in section 2, pages 10 to 21, inclusive.

A. At the places marked "(A)" in the schedule the following-named examinations may be taken on the dates specified (also see "B" and "C" below):

Apprentice map engraver; application form, 304. (See sec. 49.)

Clerk, Departmental Service; application form, 304. (See sec. 83.) Residents of the District of Columbia will be certified for temporary employment only.

Electrotyper, finisher, Government Printing Office; application forms, 1800 and 1747. (See sec. 116.)

Electrotyper, molder, Government Printing Office; application forms, 1800 and 1747. (See sec. 117.)

Elevator conductor, Departmental Service; application form, 1800. (See sec. 119.)

Guard, United States Penitentiary Service; application form, 304. (See sec. 140.)

Press feeder, Government Printing Office; application forms, 304 and 1145. (See sec. 200.)

Pressman, Government Printing Office; application forms, 1800 and 1746. (See sec. 201.)

Stenographer, all services; application forms, 304 for the Departmental Service, 1312 for the Isthmian Canal Service, and 2 for the Philippine Service. (See secs. 219 to 227.)

Stenographer and typewriter, all services; application forms, 304 for the Departmental Service, 1312 for the Isthmian Canal Service, and 2 for the Philippine Service. (See secs. 219 to 227, and 250 to 253.)

Stereotyper, Government Printing Office; application forms, 1800 and 1747. (See sec 228.)

Typewriter, all services; application forms, 304 for the Departmental Service, 1312 for the Isthmian Canal Service, and 2 for the Philippine Service. (See secs. 250 to 253.)

B. At the places marked "(B)" in the schedule all the examinations named under (A), except stenographer, stenographer and typewriter, and typewriter, may be taken on the dates specified.

C. At the places marked "(C)" in the schedule the examinations for stenographer, stenographer and typewriter, and typewriter only may be taken on the dates specified. These examinations may also be taken at other times, as shown in section 219.

D. At the places marked "(D)" in the schedule the following-named examinations may be taken, beginning on September 10:

Aid, Coast and Geodetic Survey; application form, 1312. (See sec. 46.)

Apprentice plate cleaner, transferrer, and engraver, Bureau of Engraving and Printing; application form, 304. (See sec. 50.)

Assistant inspector of boilers; application form, 1087. (See sec. 171.)

Assistant inspector of hulls; application form, 1087. (See sec. 172.)

Computer, Coast and Geodetic Survey; men only; application form, 1312. (See sec. 88.)

Draftsman:

Architectural, Supervising Architect's Office; application form, 1312. (See sec. 100.)

Copyist topographic, Departmental Service; application form, 1312. (See sec. 102.)

Engineer, Supervising Architect's Office; application form, 1312. (See sec. 103.)

Junior architectural, Supervising Architect's Office; application form, 1312. (See sec. 106.)

Junior engineer, Engineer Department at large; application form, 1312. (See sec. 107.)

Topographic, Departmental Service; application form, 1312. (See sec. 110.)

Field matron, Indian Service; application form, 1312. (See sec. 131.)

Kindergarten teacher, Indian Service; application form, 1312. (See sec. 162.)

Local inspector of boilers; application form, 1087. (See sec. 171.)

Local inspector of hulls; application form, 1087. (See sec. 172.)

Pharmacist, Public Health Service; application form, 1312. (See sec. 191.)

Physician, all services; men only; application form, 1312, except for the Philippine Service; Form 2 for the Philippine Service. (See sec. 193.)

Printer, Government Printing Office; application forms, 1800 and 1745. (See sec. 202.)

Veterinarian, Bureau of Animal Industry and Quartermaster Corps; application form, 1312. (See sec. 254.)

E. At the places marked "(E)" in the schedule the following-named examinations may be taken, beginning on October 15:

Agricultural inspector, Philippine Service; men only; application form, 2. (See sec. 45.)

Aid, Lighthouse Service; application form, 1312. (See sec. 47.)

Assistant observer; men only; application form, 304. (See sec. 59.)

Cadet engineer, Lighthouse Service; application form, 1312. (See sec. 69.)

Cadet officer, Lighthouse Service; application form, 1312. (See sec. 70.)

Civil engineer and draftsman; application form, 1312. (See sec. 77.)

Civil engineer and superintendent of construction; application form, 1312. (See sec. 78.)

Computer, Nautical Almanac Office and Naval Observatory; men only; application form, 1312. (See sec. 89.)

Draftsman, mechanical, Isthmian Canal Service; men only; application form, 1312. (See sec. 108.)

Draftsman, topographic, Isthmian Canal Service; men only; application form, 1312. (See sec. 111.)

Electrician, Departmental Service; application form, 1800. (See sec. 115.)
Engineer, Indian Service; application form, 1800. (See sec. 122.)
Junior engineer (mining), Bureau of Mines; application form, 1312. (See sec. 156).
Junior engineer (civil), Engineer Department at large; application form, 1312. (See sec. 157).
Junior engineer (mechanical or electrical), Engineer Department at large; application form, 1312. (See sec. 158.)
Postal clerk, Isthmian Canal Service; men only; application form, 1312. (See sec. 195.)
Printer, Philippine Service; men only; application form, 2. (See sec. 203.)
Scientific assistant, Department of Agriculture; application form, 1312. (See sec. 213).
Teacher, Indian Service; application form, 1312. (See sec. 241.)
Trained nurse, Indian and Isthmian Canal Services; application form, 1312. (See sec. 248.)
Wireman; application form, 1800. (See sec. 257.)

Sec. 2. Schedule of places and dates.—The examinations mentioned in section 1 may be taken at the places and on the dates specified in this section.

Alabama:
(A) Anniston, September 15.
(A) Birmingham, October 4.
(D) Birmingham, September 10.
(E) Birmingham, October 15.
(A) Dothan, September 15.
(A) Florence, September 15.
(A) Gadsden, September 15.
(A) Huntsville, September 15.
(A) Mobile, October 13.
(D) Mobile, September 10.
(E) Mobile, October 15.
(A) Montgomery, October 6.
(D) Montgomery, September 10.
(E) Montgomery, October 15.
(A) Opelika, September 15.
(D) Opelika, September 10.
(E) Opelika, October 15.
(A) Selma, September 15.
(A) Tuscaloosa, September 15.

Alaska:
(A) Juneau, September 10.
(D) Juneau, September 10.
(E) Juneau, October 15.
(A) Nome, September 10.
(D) Nome, September 10.
(E) Nome, October 15.

Arizona:
(D) Douglas, September 10.
(E) Douglas, October 15.
(A) Flagstaff, September 15.
(A) Phoenix, October 9.
(D) Phoenix, September 10.
(E) Phoenix, October 15.
(A) Prescott, October 10.
(D) Prescott, September 10.

Arizona—Continued.
(E) Prescott, October 15.
(A) Tucson, October 8.
(D) Tucson, September 10.
(E) Tucson, October 15.

Arkansas:
(D) Fayetteville, September 10.
(E) Fayetteville, October 15.
(A) Fort Smith, October 1.
(D) Fort Smith, September 10.
(E) Fort Smith, October 15.
(D) Helena, September 10.
(E) Helena, October 15.
(A) Jonesboro, September 15.
(D) Jonesboro, September 10.
(E) Jonesboro, October 15.
(A) Little Rock, October 2.
(D) Little Rock, September 10.
(E) Little Rock, October 15.
(B) Texarkana, September 15.
(D) Texarkana, September 10.
(E) Texarkana, October 15.

California:
(B) Eureka, September 15.
(D) Eureka, September 10.
(E) Eureka, October 15.
(A) Fresno, September 15.
(D) Fresno, September 10.
(E) Fresno, October 15.
(A) Los Angeles, September 15.
(D) Los Angeles, September 10.
(E) Los Angeles, October 15.
(D) Marysville, September 10.
(E) Marysville, October 15.
(A) Red Bluff, September 15.
(D) Red Bluff, September 10.

California—Continued.
(E) Red Bluff, October 15.
(A) Sacramento, September 15.
(D) Sacramento, September 10.
(E) Sacramento, October 15.
(A) San Bernardino, September 15.
(D) San Bernardino, September 10.
(E) San Bernardino, October 15.
(A) San Diego, September 15.
(D) San Diego, September 10.
(E) San Diego, October 15.
(B) San Francisco, October 6.
(C) San Francisco, October 28.
(D) San Francisco, September 10.
(E) San Francisco, October 15.
(A) San Jose, September 15.
(D) San Jose, September 10.
(E) San Jose, October 15.
(A) San Luis Obispo, September 15.
(D) San Luis Obispo, September 10.
(E) San Luis Obispo, October 15.
(A) Santa Barbara, September 15.

Colorado:
(A) Colorado Springs, September 23.
(D) Colorado Springs, September 10.
(E) Colorado Springs, October 15.
(A) Denver, September 24.
(D) Denver, September 10.
(E) Denver, October 15.
(A) Durango, September 15.
(D) Durango, September 10.
(E) Durango, October 15
(D) Fort Collins, September 10.
(E) Fort Collins, October 15.
(A) Grand Junction, September 19.
(D) Grand Junction, September 10.
(E) Grand Junction, October 15.
(A) Greeley, September 26.
(D) Leadville, September 10.
(E) Leadville, October 15.
(A) Montrose, September 20.
(D) Montrose, September 10.
(E) Montrose, October 15.
(A) Pueblo, September 22.
(D) Pueblo, September 10.
(E) Pueblo, October 15.
(A) Trinidad, September 29.
(D) Trinidad, September 10.
(E) Trinidad, October 15.

Connecticut:
(A) Bridgeport, September 15.
(A) Hartford, September 23.
(D) Hartford, September 10.
(E) Hartford, October 15.

Connecticut—Continued.
(D) Middletown, September 10.
(E) Middletown, October 15.
(A) New Haven, September 15.
(D) New Haven, September 10.
(E) New Haven, October 15.
(A) New London, September 24.
(A) Waterbury, September 16.

Delaware:
(A) Wilmington, September 24.
(D) Wilmington, September 10.
(E) Wilmington, October 15.

District of Columbia (Washington):
Clerk, Departmental Service, October 1. (Residents of the District of Columbia will be certified for temporary appointment only.)
Apprentice map engraver, electrotyper molder, electrotyper finisher, elevator conductor, guard, press feeder, pressman, stereotyper, October 6.
Stenographer, stenographer and typewriter, October 28.
Typewriter *only*, November 3.
All examinations under (D), September 10.
All examinations under (E), October 15.

Florida:
(A) Apalachicola, September 15.
(A) Gainesville, October 16.
(D) Gainesville, September 10.
(E) Gainesville, October 15.
(A) Jacksonville, October 22.
(D) Jacksonville, September 10.
(E) Jacksonville, October 15.
(A) Key West, September 15.
(D) Key West, September 10.
(E) Key West, October 15.
(A) Miami, October 20.
(D) Miami, September 10.
(E) Miami, October 15.
(A) Ocala, September 15.
(A) Orlando, September 15.
(A) Pensacola, October 14.
(D) Pensacola, September 10
(E) Pensacola, October 15.
(A) St. Augustine, September 15.
(A) Tallahassee, October 15.
(A) Tampa, September 15.
(D) Tampa, September 10.
(E) Tampa, October 15.

Georgia:
(A) Albany, September 15.
(A) Athens, September 15.
(D) Athens, September 10.
(E) Athens, October 15.
(B) Atlanta, October 6.
(C) Atlanta, October 28.
(D) Atlanta, September 10.
(E) Atlanta, October 15.
(A) Augusta, September 16.
(D) Augusta, September 10.
(E) Augusta, October 15.
(A) Brunswick, September 15.
(A) Columbus, September 15.
(A) Dublin, September 15.
(A) Macon, October 25.
(D) Macon, September 10.
(E) Macon, October 15.
(A) Rome, October 27.
(A) Savannah, October 24.
(D) Savannah, September 10.
(E) Savannah, October 15.
(A) Thomasville, September 15.
(D) Thomasville, September 10.
(E) Thomasville, October 15.
(A) Valdosta, September 15.
(A) Waycross, October 23.

Hawaii:
(A) Honolulu, October 1.
(D) Honolulu, September 10.
(E) Honolulu, October 15.

Idaho:
(A) Boise, October 6.
(D) Boise, September 10.
(E) Boise, October 15.
(A) Coeur d'Alene, September 16.
(D) Moscow, September 10.
(E) Moscow, October 15.
(A) Pocatello, October 3.
(D) Pocatello, September 10.
(E) Pocatello, October 15.
(A) Twin Falls, October 4.

Illinois:
(A) Cairo, October 4.
(D) Cairo, September 10.
(E) Cairo, October 15.
(D) Champaign, September 10.
(E) Champaign, October 15.
(B) Chicago, October 6
(C) Chicago, October 28.
(D) Chicago, September 10.
(E) Chicago, October 15.
(A) Decatur, October 9.

Illinois—Continued.
(A) East St. Louis, September 15.
(D) East St. Louis, September 10.
(E) East St. Louis, October 15.
(D) Freeport, September 10.
(E) Freeport, October 15.
(A) Galesburg, October 15.
(A) Peoria, October 14.
(D) Peoria, September 10.
(E) Peoria, October 15.
(A) Quincy, October 7.
(D) Quincy, September 10.
(E) Quincy, October 15.
(A) Rockford, October 17.
(A) Rock Island, October 16.
(A) Springfield, October 8.
(D) Springfield, September 10.
(E) Springfield, October 15.

Indiana:
(A) Bloomington, September 22.
(D) Bloomington, September 10.
(E) Bloomington, October 15.
(A) Brazil, September 23.
(D) Brazil, September 10.
(E) Brazil, October 15.
(A) Evansville, September 15.
(D) Evansville, September 10.
(E) Evansville, October 15.
(A) Fort Wayne, October 2.
(D) Fort Wayne, September 10.
(E) Fort Wayne, October 15.
(A) Indianapolis, September 24.
(D) Indianapolis, September 10.
(E) Indianapolis, October 15.
(A) Lafayette, September 25.
(D) Lafayette, September 10.
(E) Lafayette, October 15.
(A) Marion, September 26.
(A) New Albany, September 19.
(D) New Albany, September 10.
(E) New Albany, October 15.
(A) Richmond, September 27.
(D) Richmond, September 10.
(E) Richmond, October 15.
(A) South Bend, September 30.
(D) South Bend, September 10.
(E) South Bend, October 15.
(A) Terre Haute, September 23.
(D) Terre Haute, September 10.
(E) Terre Haute, October 15.
(A) Valparaiso, October 1.
(D) Valparaiso, September 10.
(E) Valparaiso, October 15.

Iowa:
(A) Ames, October 4.
(D) Ames, September 10.
(E) Ames, October 15.
(A) Burlington, October 9.
(D) Burlington, September 10.
(E) Burlington, October 15.
(A) Cedar Rapids, October 8.
(A) Council Bluffs, October 2.
(D) Council Bluffs, September 10.
(E) Council Bluffs, October 15.
(A) Davenport, October 8.
(D) Davenport, September 10.
(E) Davenport, October 15.
(A) Des Moines, October 3.
(D) Des Moines, September 10.
(E) Des Moines, October 15.
(A) Dubuque, October 7.
(D) Dubuque, September 10.
(E) Dubuque, October 15.
(A) Fort Dodge, October 6.
(D) Fort Dodge, September 10.
(E) Fort Dodge, October 15.
(A) Iowa City, October 9.
(D) Iowa City, September 10.
(E) Iowa City, October 15.
(A) Keokuk, October 10.
(A) Marshalltown, October 3.
(A) Mason City, October 14.
(D) Mason City, September 10.
(E) Mason City, October 15.
(A) Osage, October 15.
(A) Ottumwa, October 10.
(A) Shenandoah, October 2.
(A) Sioux City, October 9.
(D) Sioux City, September 10.
(E) Sioux City, October 15.
(A) Waterloo, October 7.
(D) Waterloo, September 10.
(E) Waterloo, October 15.

Kansas:
(D) Concordia, September 10.
(E) Concordia, October 15.
(A) Emporia, September 23.
(D) Emporia, September 10.
(E) Emporia, October 15.
(D) Fort Scott, September 10.
(E) Fort Scott, October 15.
(A) Hutchinson, September 24.
(A) Kansas City, September 18.
(D) Kansas City, September 10.
(E) Kansas City, October 15.
(A) Lawrence, September 15.
(D) Lawrence, September 10.

Kansas—Continued.
(E) Lawrence, October 15.
(D) Leavenworth, September 10.
(E) Leavenworth, October 15.
(D) Manhattan, September 10.
(E) Manhattan, October 15.
(A) Salina, September 22.
(D) Salina, September 10.
(E) Salina, October 15.
(A) Topeka, September 20.
(D) Topeka, September 10.
(E) Topeka, October 15.
(A) Wichita, September 25.
(D) Wichita, September 10.
(E) Wichita, October 15.

Kentucky:
(A) Ashland, October 17.
(D) Ashland, September 10.
(E) Ashland, October 15.
(A) Bowling Green, September 17.
(D) Bowling Green, September 10.
(E) Bowling Green, October 15.
(A) Covington, October 18.
(D) Covington, September 10.
(E) Covington, October 15.
(A) Lexington, September 20.
(D) Lexington, September 10.
(E) Lexington, October 15.
(A) Louisville, September 19.
(D) Louisville, September 10.
(E) Louisville, October 15.
(A) Owensboro, September 18.
(D) Owensboro, September 10.
(E) Owensboro, October 15.
(A) Paducah, September 16.
(D) Paducah, September 10.
(E) Paducah, October 15.

Louisiana:
(A) Alexandria, September 19.
(D) Alexandria, September 10.
(E) Alexandria, October 15.
(A) Baton Rouge, September 17.
(D) Baton Rouge, September 10.
(E) Baton Rouge, October 15.
(A) Lake Charles, October 13.
(D) Lake Charles, September 10.
(E) Lake Charles, October 15.
(A) Monroe, September 15.
(D) Monroe, September 10.
(E) Monroe, October 15.
(B) New Orleans, October 6.
(C) New Orleans, October 28.
(D) New Orleans, September 10.
(E) New Orleans, October 15.

Louisiana—Continued.
(A) Shreveport, September 20.
(D) Shreveport, September 10.
(E) Shreveport, October 15.
Maine:
(A) Augusta, September 15.
(A) Bangor, October 15.
(D) Bangor, September 10.
(E) Bangor, October 15.
(A) Bath, September 15.
(D) Bath, September 10.
(E) Bath, October 15.
(A) Calais, October 17.
(D) Calais, September 10.
(E) Calais, October 15.
(A) Houlton, September 15.
(D) Houlton, September 10.
(E) Houlton, October 15.
(A) Lewiston, September 15.
(D) Lewiston, September 10.
(E) Lewiston, October 15.
(A) Portland, October 13.
(D) Portland, September 10.
(E) Portland, October 15.
Maryland:
(B) Baltimore, October 6.
(C) Baltimore, October 28.
(D) Baltimore, September 10.
(E) Baltimore, October 15.
(A) Cumberland, September 30.
(D) Cumberland, September 10.
(E) Cumberland, October 15.
(A) Frederick, September 15.
(A) Hagerstown, September 15.
(A) Salisbury, September 15.
(D) Salisbury, September 10.
(E) Salisbury, October 15.
Massachusetts:
(B) Boston, October 6.
(C) Boston, October 28.
(D) Boston, September 10.
(E) Boston, October 15.
(A) Brockton, September 29.
(D) Brockton, September 10.
(E) Brockton, October 15.
(A) Fall River, September 15.
(D) Fall River, September 10.
(E) Fall River, October 15.
(A) Fitchburg, October 4.
(D) Fitchburg, September 10.
(E) Fitchburg, October 15.
(A) Gloucester, September 15.
(A) Greenfield, September 18.
(A) Haverhill, October 3.

Massachusetts—Continued.
(A) Lawrence, September 15.
(D) Lawrence, September 10.
(E) Lawrence, October 15.
(A) Lowell, September 15.
(D) Lowell, September 10.
(E) Lowell, October 15.
(A) New Bedford, September 15.
(A) North Adams, September 17.
(A) Pittsfield, September 15.
(D) Pittsfield, September 10.
(E) Pittsfield, October 15.
(A) Salem, September 30.
(D) Salem, September 10.
(E) Salem, October 15.
(A) Springfield, September 20.
(D) Springfield, September 10.
(E) Springfield, October 15.
(A) Worcester, September 15.
(D) Worcester, September 10.
(E) Worcester, October 15.
Michigan:
(D) Ann Arbor, September 10.
(E) Ann Arbor, October 15.
(A) Calumet, October 2.
(A) Detroit, September 25.
(D) Detroit, September 10.
(E) Detroit, October 15.
(A) Grand Rapids, September 20.
(D) Grand Rapids, September 10.
(E) Grand Rapids, October 15.
(A) Jackson, September 24.
(A) Kalamazoo, September 23.
(D) Lansing, September 10.
(E) Lansing, October 15.
(A) Manistee, September 17.
(D) Manistee, September 10.
(E) Manistee, October 15.
(A) Marquette, October 1.
(D) Marquette, September 10.
(E) Marquette, October 15.
(A) Port Huron, September 26.
(A) Saginaw, September 27.
(D) Saginaw, September 10.
(E) Saginaw, October 15.
(A) Sault Ste. Marie, September 29.
(D) Sault Ste. Marie, September 10.
(E) Sault Ste. Marie, October 15.
(A) Traverse City, September 16.
(D) Traverse City, September 10.
(E) Traverse City, October 15.
Minnesota:
(A) Albert Lea, October 16.
(A) Austin, October 16.

Minnesota—Continued.
(A) Bemidji, October 20.
(A) Brainerd, October 20.
(A) Crookston, October 22.
(D) Crookston, September 10.
(E) Crookston, October 15.
(A) Duluth, October 17.
(D) Duluth, September 10.
(E) Duluth, October 15.
(A) Fergus Falls, October 18.
(D) Fergus Falls, September 10.
(E) Fergus Falls, October 15.
(A) Little Falls, October 18.
(A) Mankato, October 13.
(D) Mankato, September 10.
(E) Mankato, October 15.
(A) Minneapolis, October 28.
(B) St. Paul, October 6.
(C) St. Paul, October 28.
(D) St. Paul, September 10.
(E) St. Paul, October 15.
(A) Winona, October 15.

Mississippi:
(A) Brookhaven, October 9.
(A) Columbus, September 15.
(A) Greenville, September 15.
(D) Greenville, September 10.
(E) Greenville, October 15.
(A) Greenwood, September 15.
(A) Gulfport, October 11.
(A) Hattiesburg, October 10.
(A) Holly Springs, September 15.
(D) Holly Springs, September 10.
(E) Holly Springs, October 15.
(A) Jackson, October 8.
(A) Laurel, September 15.
(A) Meridian, October 7.
(D) Meridian, September 10.
(E) Meridian, October 15.
(A) Natchez, September 15.
(A) Tupelo, October 3.
(A) Vicksburg, September 15.
(D) Vicksburg, September 10.
(E) Vicksburg, October 15.

Missouri:
(D) Cape Girardeau, September 10.
(E) Cape Girardeau, October 15.
(D) Columbia, September 10.
(E) Columbia, October 15.
(A) Jefferson City, September 15.
(D) Jefferson City, September 10.
(E) Jefferson City, October 15.
(A) Joplin, September 16.
(A) Kansas City, September 17.

Missouri—Continued.
(D) Kansas City, September 10.
(E) Kansas City, October 15.
(D) Kirksville, September 10.
(E) Kirksville, October 15.
(A) Poplar Bluff, October 3.
(D) Poplar Bluff, September 10.
(E) Poplar Bluff, October 15.
(A) St. Joseph, September 19.
(D) St. Joseph, September 10.
(E) St. Joseph, October 15.
(B) St. Louis, October 6.
(C) St. Louis, October 28.
(D) St. Louis, September 10.
(E) St. Louis, October 15.
(A) Springfield, September 15.
(D) Springfield, September 10.
(E) Springfield, October 15.
(D) Warrensburg, September 10.
(E) Warrensburg, October 15.

Montana:
(A) Billings, September 26.
(D) Billings, September 10.
(E) Billings, October 15.
(A) Bozeman, September 15.
(D) Bozeman, September 10.
(E) Bozeman, October 15.
(A) Butte, September 24.
(D) Butte, September 10.
(E) Butte, October 15.
(A) Glasgow, September 19.
(A) Glendive, September 15.
(A) Great Falls, September 22.
(D) Great Falls, September 10.
(E) Great Falls, October 15.
(A) Havre, September 20.
(A) Helena, September 23.
(D) Helena, September 10.
(E) Helena, October 15.
(A) Kalispell, September 18.
(D) Kalispell, September 10.
(E) Kalispell, October 15.
(A) Lewistown, September 15.
(A) Miles City, September 15.
(D) Miles City, September 10.
(E) Miles City, October 15.
(A) Missoula, September 25.
(D) Missoula, September 10.
(E) Missoula, October 15.

Nebraska:
(A) Alliance, September 23.
(D) Alliance, September 10.
(E) Alliance, October 15.
(A) Beatrice, October 1.

Nebraska—Continued.
(A) Broken Bow, September 27.
(A) Fremont, October 1.
(A) Grand Island, September 29.
(D) Grand Island, September 10.
(E) Grand Island, October 15.
(A) Holdrege, September 29.
(A) Lincoln, September 30.
(D) Lincoln, September 10.
(E) Lincoln, October 15.
(D) Nebraska City, September 10.
(E) Nebraska City, October 15.
(A) Norfolk, September 30.
(D) Norfolk, September 10.
(E) Norfolk, October 15.
(A) North Platte, September 30.
(D) North Platte, September 10.
(E) North Platte, October 15.
(A) Omaha, October 2.
(D) Omaha, September 10.
(E) Omaha, October 15.

Nevada:
(A) Carson City, September 15.
(D) Carson City, September 10.
(E) Carson City, October 15.
(A) Elko, September 15.
(A) Ely, September 15.
(A) Reno, September 15.
(D) Reno, September 10.
(E) Reno, October 15.

New Hampshire:
(A) Berlin, October 11.
(A) Concord, September 15.
(D) Concord, September 10.
(E) Concord, October 15.
(D) Hanover, September 10.
(E) Hanover, October 15.
(D) Keene, September 10.
(E) Keene, October 15.
(A) Manchester, September 15.
(D) Manchester, September 10.
(E) Manchester, October 15.
(A) Portsmouth, October 1.
(D) Portsmouth, September 10.
(E) Portsmouth, October 15.

New Jersey:
(A) Atlantic City, September 15.
(A) Camden, September 17.
(A) Newark, October 2.
(D) Newark, September 10.
(E) Newark, October 15.
(A) New Brunswick, September 19.
(A) Trenton, September 22.
(D) Trenton, September 10.
(E) Trenton, October 15.

New Mexico:
(A) Albuquerque, October 2.
(D) Albuquerque, September 10.
(E) Albuquerque, October 15.
(D) East Las Vegas, September 10.
(E) East Las Vegas, October 15.
(A) Las Cruces, October 3.
(D) Las Cruces, September 10.
(E) Las Cruces, October 15.
(A) Roswell, September 15.
(D) Roswell, September 10.
(E) Roswell, October 15.
(A) Santa Fe, September 15.
(D) Santa Fe, September 10.
(E) Santa Fe, October 15.
(A) Tucumcari, October 1.

New York:
(A) Binghamton, October 1.
(D) Binghamton, September 10.
(E) Binghamton, October 15.
(A) Buffalo, September 26.
(D) Buffalo, September 10.
(E) Buffalo, October 15.
(A) Elmira, September 30.
(D) Elmira, September 10.
(E) Elmira, October 15.
(D) Ithaca, September 10.
(E) Ithaca, October 15.
(A) Jamestown, September 27.
(D) Jamestown, September 10.
(E) Jamestown, October 15.
(A) Malone, September 19.
(B) New York, October 6.
New York, typewriting *only*, November 3.
(C) New York, October 28.
(D) New York, September 10.
(E) New York, October 15.
(A) Ogdensburg, September 20.
(D) Ogdensburg, September 10.
(E) Ogdensburg, October 15.
(A) Olean, September 29.
(A) Oneida, September 15.
(A) Plattsburg, September 18.
(D) Plattsburg, September 10.
(E) Plattsburg, October 15.
(A) Poughkeepsie, September 15.
(D) Poughkeepsie, September 10.
(E) Poughkeepsie, October 15.
(A) Rochester, September 25.
(D) Rochester, September 10.

New York—Continued.
(E) Rochester, October 15.
(A) Syracuse, September 24.
(D) Syracuse, September 10.
(E) Syracuse, October 15.
(A) Troy, September 16.
(D) Troy, September 10.
(E) Troy, October 15.
(A) Utica, September 23.
(D) Utica, September 10.
(E) Utica, October 15.
(A) Watertown, September 22.
North Carolina:
(A) Asheville, September 15.
(D) Asheville, September 10.
(E) Asheville, October 15.
(A) Charlotte, September 15.
(D) Charlotte, September 10.
(E) Charlotte, October 15.
(D) Durham, September 10.
(E) Durham, October 15.
(A) Elizabeth City, September 15.
(D) Goldsboro, September 10.
(E) Goldsboro, October 15.
(A) Greensboro, September 15.
(D) Greensboro, September 10.
(E) Greensboro, October 15.
(A) Newbern, September 15.
(A) Raleigh, September 15.
(D) Raleigh, September 10.
(E) Raleigh, October 15.
(A) Salisbury, September 15.
(A) Wilmington, September 15.
(D) Wilmington, September 10.
(E) Wilmington, October 15.
North Dakota:
(A) Bismarck, October 27.
(D) Bismarck, September 10.
(E) Bismarck, October 15.
(A) Dickinson, October 28.
(D) Dickinson, September 10.
(E) Dickinson, October 15.
(A) Fargo, October 17.
(D) Fargo, September 10.
(E) Fargo, October 15.
(A) Grand Forks, October 20.
(D) Grand Forks, September 10.
(E) Grand Forks, October 15.
(A) Jamestown, October 29.
(A) Minot, October 25.
(D) Minot, September 10.
(E) Minot, October 15.
(A) Pembina, October 21.

North Dakota—Continued.
(D) Pembina, September 10.
(E) Pembina, October 15.
(A) Valley City, October 30.
(D) Valley City, September 10.
(E) Valley City, October 15.
(A) Wahpeton, October 31.
(A) Williston, October 24.
(D) Williston, September 10.
(E) Williston, October 15.
Ohio:
(A) Canton, October 9.
(D) Canton, September 10.
(E) Canton, October 15.
(A) Chillicothe, October 15.
(D) Chillicothe, September 10.
(E) Chillicothe, October 15.
(B) Cincinnati, October 6.
(C) Cincinnati, October 28.
(D) Cincinnati, September 10.
(E) Cincinnati, October 15.
(A) Cleveland, October 8.
(D) Cleveland, September 10.
(E) Cleveland, October 15.
(A) Columbus, October 11.
(D) Columbus, September 10.
(E) Columbus, October 15.
(A) Dayton, October 4.
(D) Dayton, September 10.
(E) Dayton, October 15.
(A) Ironton, October 17.
(D) Ironton, September 10.
(E) Ironton, October 15.
(A) Lima, October 3.
(D) Lima, September 10.
(E) Lima, October 15.
(A) Mansfield, October 10.
(D) Mansfield, September 10.
(E) Mansfield, October 15.
(A) Marietta, October 14.
(D) Marietta, September 10.
(E) Marietta, October 15.
(A) Portsmouth, October 16.
(D) Portsmouth, September 10.
(E) Portsmouth, October 15.
(A) Sandusky, September 15.
(A) Steubenville, October 6.
(D) Steubenville, September 10.
(E) Steubenville, October 15.
(A) Toledo, September 29.
(D) Toledo, September 10.
(E) Toledo, October 15.
(A) Youngstown, October 7.

Ohio—Continued.
(D) Youngstown, September 10.
(E) Youngstown, October 15.
(A) Zanesville, October 13.
(D) Zanesville, September 10.
(E) Zanesville, October 15.

Oklahoma:
(B) Ardmore, September 15.
(D) Ardmore, September 10.
(E) Ardmore, October 15.
(A) Enid, September 26.
(D) Enid, September 10.
(E) Enid, October 15.
(A) Guthrie, September 15.
(D) Guthrie, September 10.
(E) Guthrie, October 15.
(A) McAlester, September 29.
(D) McAlester, September 10.
(E) McAlester, October 15.
(A) Muskogee, September 30.
(D) Muskogee, September 10.
(E) Muskogee, October 15.
(A) Oklahoma, September 27.
(D) Oklahoma, September 10.
(E) Oklahoma, October 15.

Oregon:
(A) Ashland, October 16.
(A) Astoria, September 15.
(D) Astoria, September 10.
(E) Astoria, October 15.
(D) Baker City, September 10.
(E) Baker City, October 15.
(A) Corvallis, September 15.
(D) Corvallis, September 10.
(E) Corvallis, October 15.
(A) Eugene, September 15.
(D) Eugene, September 10.
(E) Eugene, October 15.
(A) Grants Pass, October 14.
(D) Grants Pass, September 10.
(E) Grants Pass, October 15.
(A) Pendleton, September 15.
(D) Pendleton, September 10.
(E) Pendleton, October 15.
(A) Portland, October 11.
(D) Portland, September 10.
(E) Portland, October 15.
(A) Roseburg, October 13.

Pennsylvania:
(A) Allentown, September 29.
(A) Altoona, October 20.
(D) Altoona, September 10.
(E) Altoona, October 15.
(A) Erie, October 28.

Pennsylvania—Continued.
(A) Harrisburg, October 17.
(D) Harrisburg, September 10.
(E) Harrisburg, October 15.
(A) Lancaster, October 14.
(A) Oil City, October 30.
(B) Philadelphia, October 6.
(C) Philadelphia, October 28.
(D) Philadelphia, September 10.
(E) Philadelphia, October 15.
(A) Pittsburgh, October 24.
(D) Pittsburgh, September 10.
(E) Pittsburgh, October 15.
(A) Reading, September 27.
(A) Sharon, October 27.
(D) South Bethlehem, September 10.
(E) South Bethlehem, October 15.
(A) Sunbury, October 7.
(A) Towanda, October 3.
(A) Uniontown, October 22.
(A) Warren, October 31.
(D) Warren, September 10.
(E) Warren, October 15.
(A) Wilkes-Barre, October 2.
(D) Wilkes-Barre, September 10.
(E) Wilkes-Barre, October 15.
(A) Williamsport, October 6.
(D) Williamsport, September 10.
(E) Williamsport, October 15.

Porto Rico:
(A) Ponce, October 4.
(A) San Juan, October 4.
(D) San Juan, September 10.
(E) San Juan, October 15.

Rhode Island:
(A) Newport, September 27.
(A) Providence, September 25.
(D) Providence, September 10.
(E) Providence, October 15.

South Carolina:
(A) Anderson, September 15.
(A) Charleston, September 18.
(D) Charleston, September 10.
(E) Charleston, October 15.
(A) Chester, September 15.
(A) Columbia, September 20.
(D) Columbia, September 10.
(E) Columbia, October 15.
(A) Florence, September 15.
(A) Georgetown, September 15.
(A) Greenville, September 22.
(D) Greenville, September 10.
(E) Greenville, October 15.
(A) Greenwood, September 15.

South Carolina—Continued.
(A) Newberry, September 15.
(A) Orangeburg, September 15.
(A) Spartanburg, September 15.
(A) Sumter, September 15.
South Dakota:
(A) Aberdeen, September 15.
(D) Aberdeen, September 10.
(E) Aberdeen, October 15.
(A) Bellefourche, September 19.
(D) Brookings, September 10.
(E) Brookings, October 15.
(A) Deadwood, September 20.
(D) Deadwood, September 10.
(E) Deadwood, October 15.
(A) Hot Springs, September 22.
(A) Huron, September 16.
(A) Mitchell, September 16.
(A) Pierre, September 17.
(D) Pierre, September 10.
(E) Pierre, October 15.
(A) Rapid City, September 18.
(A) Sioux Falls, September 15.
(D) Sioux Falls, September 10.
(E) Sioux Falls, October 15.
(A) Watertown, September 16.
(D) Watertown, September 10.
(E) Watertown, October 15.
Tennessee:
(A) Bristol, September 24.
(D) Bristol, September 10.
(E) Bristol, October 15.
(A) Chattanooga, September 27.
(D) Chattanooga, September 10.
(E) Chattanooga, October 15.
(A) Clarksville, September 15.
(A) Columbia, September 15.
(A) Dyersburg, September 15.
(A) Jackson, October 1.
(A) Johnson City, September 15.
(A) Knoxville, September 25.
(D) Knoxville, September 10.
(E) Knoxville, October 15.
(A) Memphis, October 2.
(D) Memphis, September 10.
(E) Memphis, October 15.
(A) Murfreesboro, September 15.
(A) Nashville, September 30.
(D) Nashville, September 10.
(E) Nashville, October 15.
(A) Union City, September 15.
Texas:
(A) Amarillo, September 30.
(D) Amarillo, September 10.

Texas—Continued.
(E) Amarillo, October 15.
(A) Austin, September 24.
(D) Austin, September 10.
(E) Austin, October 15.
(A) Beaumont, September 15.
(A) Brownsville, September 15.
(D) Brownsville, September 10.
(E) Brownsville, October 15.
(A) Dallas, September 26.
(D) Dallas, September 10.
(E) Dallas, October 15.
(A) El Paso, October 3.
(D) El Paso, September 10.
(E) El Paso, October 15.
(A) Greenville, September 27.
(A) Houston, October 10.
(D) Houston, September 10.
(E) Houston, October 15.
(A) Laredo, October 7.
(A) San Antonio, October 6.
(D) San Antonio, September 10.
(E) San Antonio, October 15.
(A) Tyler, September 22.
(D) Waco, September 10.
(E) Waco, October 15.
(A) Wichita Falls, September 29.
Utah:
(A) Logan, September 15.
(D) Logan, September 10.
(E) Logan, October 15.
(A) Ogden, September 16.
(A) Provo, September 15.
(D) Provo, September 10.
(E) Provo, October 15.
(A) Salt Lake City, September 17.
(D) Salt Lake City, September 10.
(E) Salt Lake City, October 15.
Vermont:
(A) Bellows Falls, September 15.
(A) Brattleboro, September 19.
(A) Burlington, October 9.
(D) Burlington, September 10.
(E) Burlington, October 15.
(A) Montpelier, September 15.
(D) Montpelier, September 10.
(E) Montpelier, October 15.
(A) Newport, September 15.
(A) Rutland, September 15.
(D) Rutland, September 10.
(E) Rutland, October 15.
(A) St. Johnsbury, October 10.
(D) St. Johnsbury, September 10.
(E) St. Johnsbury, October 15.
(A) White River Junction, October 7.

Virginia:
(A) Abingdon, September 15.
(B) Alexandria, October 6.
(C) Alexandria, October 28.
(D) Alexandria, September 10.
(E) Alexandria, October 15.
(A) Charlottesville, September 15.
(D) Charlottesville, September 10.
(E) Charlottesville, October 15.
(A) Clifton Forge, September 19.
(A) Harrisonburg, September 16.
(A) Lexington, September 18.
(A) Lynchburg, September 15.
(D) Lynchburg, September 10.
(E) Lynchburg, October 15.
(A) Newport News, September 15.
(A) Norfolk, September 15.
(D) Norfolk, September 10.
(E) Norfolk, October 15.
(A) Richmond, September 15.
(D) Richmond, September 10.
(E) Richmond, October 15.
(A) Roanoke, September 15.
(D) Roanoke, September 10.
(E) Roanoke, October 15.
(D) Staunton, September 10.
(E) Staunton, October 15.

Washington:
(A) Bellingham, September 15.
(D) Bellingham, September 10.
(E) Bellingham, October 15.
(A) North Yakima, September 15.
(D) North Yakima, September 10.
(E) North Yakima, October 15.
(D) Port Townsend, September 10.
(E) Port Townsend, October 15.
(D) Pullman, September 10.
(E) Pullman, October 15.
(B) Seattle, October 6.
(C) Seattle, October 28.
(D) Seattle, September 10.
(E) Seattle, October 15.
(A) Spokane, September 17.
(D) Spokane, September 10.
(E) Spokane, October 15.
(A) Tacoma, October 18.
(D) Tacoma, September 10.
(E) Tacoma, October 15.
(A) Vancouver, October 10.
(D) Vancouver, September 10.
(E) Vancouver, October 15.
(D) Walla Walla, September 10.
(E) Walla Walla, October 15.

Washington—Continued.
(A) Wenatchee, September 15.
(D) Wenatchee, September 10.
(E) Wenatchee, October 15.

West Virginia:
(A) Bluefield, September 15.
(A) Charleston, September 15.
(D) Charleston, September 10.
(E) Charleston, October 15.
(A) Clarksburg, September 15.
(A) Fairmont, September 15.
(D) Fairmont, September 10.
(E) Fairmont, October 15.
(A) Grafton, September 15.
(A) Hinton, September 22.
(A) Huntington, September 15.
(D) Huntington, September 10.
(E) Huntington, October 15.
(A) Martinsburg, September 15.
(D) Martinsburg, September 10.
(E) Martinsburg, October 15.
(A) Parkersburg, September 15.
(D) Parkersburg, September 10.
(E) Parkersburg, October 15.
(A) Wheeling, September 26.
(D) Wheeling, September 10.
(E) Wheeling, October 15.

Wisconsin:
(D) Appleton, September 10.
(E) Appleton, October 15.
(D) Ashland, September 10.
(E) Ashland, October 15.
(A) Chippewa Falls, October 4.
(D) Chippewa Falls, September 10.
(E) Chippewa Falls, October 15.
(A) Green Bay, October 9.
(A) La Crosse, October 7.
(D) La Crosse, September 10.
(E) La Crosse, October 15.
(A) Madison, October 11.
(D) Madison, September 10.
(E) Madison, October 15.
(D) Marinette, September 10.
(E) Marinette, October 15.
(A) Milwaukee, October 13.
(D) Milwaukee, September 10.
(E) Milwaukee, October 15.
(A) Oshkosh, October 10.
(A) Superior, October 3.
(A) Wausau, October 8.
(D) Wausau, September 10.
(E) Wausau, October 15.

Wyoming:
- (A) Cheyenne, September 29.
- (D) Cheyenne, September 10.
- (E) Cheyenne, October 15.
- (A) Evanston, September 15.
- (D) Evanston, September 10.
- (E) Evanston, October 15.
- (A) Laramie, September 30.
- (D) Laramie, September 10.

Wyoming—Continued.
- (E) Laramie, October 15.
- (A) Rawlins, October 1.
- (A) Rock Springs, October 2.
- (D) Rock Springs, September 10.
- (E) Rock Springs, October 15.
- (A) Sheridan, September 27.
- (D) Sheridan, September 10.
- (E) Sheridan, October 15.

INSTRUCTIONS RELATIVE TO APPLICATIONS AND CONDITIONS OF EMPLOYMENT.

Sec. 3. How to proceed to secure an examination.—Persons who wish to take any of the examinations described in this Manual should write direct to the United States Civil Service Commission, Washington, D. C., for blanks and for other information. Requests made through third parties cause delay and entail unnecessary correspondence upon those parties and this office. Any available information may be secured by writing to the commission, and attempts of applicants to secure unusual consideration or special action through the aid of prominent or presumably influential persons are useless and are discountenanced by the commission, which, under the civil-service law and rules, must treat all applicants with absolute impartiality.

In writing for application blanks or for information always state the name of the examination you desire. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C. If the application is received by the commission in sufficient time to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him admitting him to the examination. The time of filing application sometimes determines the order of certification of eligibles, for the reason that when two eligibles have the same average the one whose application is filed in complete form first is certified before the other. Applications which have been returned to the applicants for correction should be completed and forwarded to the commission at once. (See sec. 261.)

The commission will close the receipt of applications when, in its judgment, a sufficient number have been received for any examination, and applications should therefore be sent to the commission without delay. (See sec. 30.)

A large number of communications are received by the commission in which the writers fail to give their full post-office addresses, and in many cases do not sign the letters. Applicants should see that their names are plainly and correctly written and their post-office addresses (street and number) given in full. A number of applications fail to reach the commission on account of applicants not attaching sufficient postage to their letters. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the commission.

All examination papers are shipped direct from the commission to the place of examination. Applicants for examinations west of the Mississippi are therefore urged to forward their applications so as to reach the commission not less than 10 days, and for examinations east of the Mississippi not less than six days, prior to the date of the examinations, so that arrangements may be made to examine them. This does not apply to examinations applications for which are required to be filed with the district secretaries.

Sec. 4. Physical condition of applicants.—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; blindness; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes.

Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

The attention of the appointing officer is always called to the physical defects of persons whose names are certified. When there is a serious disqualification and objection is made by the appointing officer, it is sustained by the commission. It is also optional with the appointing officer to select any one of the three persons whose names may be certified, and persons with serious physical defects are rarely appointed.

The medical certificate on an application blank need not be executed unless it is required, as shown in connection with the description of the examination in this Manual, in the published notice of the examination, or at the head of the medical certificate itself.

The President on April 7, 1909, issued the following order in regard to the admission of deaf mutes to civil-service examinations:

"Deaf mutes may be admitted to examinations for all places in the classified civil service of the United States whose duties, in the opinion of the heads of the several executive departments, they may be considered capable of performing, and each department will furnish to the Civil Service Commission a list of such positions, which list shall not be changed without previous notice to the commission and in accordance with which the commission shall certify or withhold from certification deaf mutes as they are reached in their order."

Form 1786, containing a list of examinations to which deaf mutes will be admitted, will be sent upon request.

Sec. 5. Persons who shall not be examined.—No person is eligible to an examination—

(*a*) Who is not a citizen of or does not owe allegiance to the United States.

(*b*) Who is on the date of examination below the minimum or over the maximum age limitation prescribed for the examination for which he applies.

(*c*) Who is physically disqualified for the service which he seeks. (See sec. 4.)

(*d*) Who is addicted to the habitual use of intoxicating beverages to excess.

(*e*) Who has within approximately one year passed in an examination for the same position or for any position covered by the same examination for which it is desired to again apply. This restriction does not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed.

(*f*) Who is enlisted in the United States Army or Navy, and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively.

(*g*) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application from such a person would be accepted after that time would depend upon the circumstances of the case. The commission will decide each case upon its individual merits.

(*h*) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

(*i*) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(*j*) Who has been dishonorably discharged from the Army or the Navy.

Sec. 6. Each examination complete. Sample questions.—Each examination is complete in itself and all subjects in an examination must be taken. No other sample questions than those given in this Manual, of examinations described herein, can be furnished.

Sec. 7. Examination of persons holding classified positions.—A person holding a classified position will not be permitted to compete in an examination of the same kind as that given for the position occupied or of the kind which resulted in appointment

to the service until after three years from the date of appointment, with the following exceptions:

(*a*) The three-year limitation shall not apply to any person who has been appointed and who desires to be examined for the same position in another of the four branches of the service (Departmental, Field, Philippine, and Isthmian Canal).

(*b*) The three-year limitation shall not apply to any person who is to be dismissed from the service within the three years on account of necessary reduction of force and who has not been examined within approximately one year from the date of the examination to which such person seeks entrance.

(*c*) The three-year limitation shall not apply to any person who has been appointed from the typewriter examination and who desires to take the stenographer examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the typewriter register.

(*d*) The three-year limitation shall not apply to any person who has been appointed from the stenographer examination and who desires to take the typewriter examination or the stenographer and typewriter examination for the same branch of the service. In case such person passes the stenographer and typewriter examination his name will not be entered upon the stenographer register.

It is not necessary for a person to resign a Government position in order to take an examination for a position of a kind different from that occupied and of a kind different from that which resulted in appointment to the service.

Sec. 8. Examination of persons holding unclassified positions on the Isthmus of Panama.—Any citizen of the United States in the employ of the Federal Government or the Panama Railroad Company on the Isthmus of Panama in an unclassified status will be permitted to take an examination for the apportioned Departmental Service in Washington, D. C., in his home State at such time as he may be in such State on vacation. If he passes the examination his name will be entered upon the appropriate register, together with those examined in the open competitive examination of the same kind nearest in point of time to the date of his examination. To avail himself of the privilege extended by this regulation, an employee affected thereby must duly file the necessary application with the United States Civil Service Commission, Washington, D. C., and in connection therewith establish domicile in the State claimed for at least one year immediately preceding, as required by the statute, but his employment by the Federal Government or the Panama Railroad Company on the Isthmus will be held not to vitiate his claim to domicile in the State in which he was actually domiciled immediately preceding such employment on the Isthmus.

Sec. 9. Instruction of applicants for civil-service examinations by Government employees.—The President on October 13, 1905, issued the following order:

"No officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

On December 23, 1910, the President issued a similar order in regard to the instruction of applicants for the examinations held by the Department of State for the Diplomatic and Consular Services.

Sec. 10. Applications in ink and English language.—All applications must be in ink and in the English language.

Sec. 11. Age limitations.—When age limitations are prescribed an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years

he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. These limitations, however, do not apply to applicants allowed preference in appointment under section 1754, Revised Statutes. (See sec. 271, this Manual.)

Sec. 12. Age of appointees.—The average age of appointees is 28 years. Appointing officers as a rule select the younger eligibles certified when they are found to possess the necessary qualifications.

Sec. 13. What applications accepted.—No applications will be accepted for any examinations except those mentioned in section 1, unless otherwise stated under descriptions of examinations or in special announcements. An application filed for one semiannual series of examinations or for a special examination will not be good for any other examination, whether the applicant be examined or not.

Sec. 14. Dates of applications.—An application which is dated, or the certificates or vouchers of which are dated, more than six months prior to its receipt by the commission will not be accepted.

Sec. 15. Recommendations.—No recommendations other than those called for by the commission will be considered.

Sec. 16. Citizenship.—All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways:

(*a*) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(*b*) If naturalized by the naturalization of a parent during applicant's minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(*c*) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory evidence of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(*d*) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of the husband's birth.

(*e*) If the applicant is the child of American citizens temporarily residing abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (*b*) above.

(*f*) If the applicant has been honorably discharged from the Regular or Volunteer Army of the United States, and has resided at least one year in the United States, he may be admitted to citizenship upon filing petition with proper court, as provided by section 2166, Revised Statutes.

(*g*) If the applicant has been honorably discharged from the United States Navy after a service of five consecutive years, or from the United States Marine Corps after one enlistment, he may be admitted to citizenship upon filing petition with proper court, as provided by 28 Statutes at Large, page 124.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become

a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy of the same should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the commission, it is not necessary to file such proof again, but in subsequent applications he should state the kind, date, and place of examination in connection with which proof of citizenship was submitted.

Sec. 17. Residence.—Every applicant must make oath in his application to the place of his actual bona fide residence, which must be shown continuously to the exact date of the application, and for the apportioned Departmental Service at Washington, D. C., his statement must be corroborated by the officer's certificate, as required on the application. In the case of persons already holding permanent places in the apportioned service in the executive departments at Washington the county officer's certificate is not required. Such persons should show on their applications, opposite the county officer's certificate, that they are so employed. An act of Congress provides that all examinations of applicants for positions in the Government service from any State or Territory shall be had in the State or Territory in which such applicants reside, and that no person shall be eligible for such examination or appointment unless he or she shall have been actually domiciled in such State or Territory for at least one year previous to such examination. In an opinion the Attorney General held that this proviso applied only to the apportioned Departmental Service in Washington, D. C. Persons in the apportioned Departmental Service, whose appointments are charged to the apportionment of the States in which they claim bona fide residence, may be examined at any place at which the examination desired by them is held, regardless of their residence. All other persons desiring appointment in the apportioned Departmental Service at Washington, D. C., must be examined in the States of which they are residents.

Applicants for the Field, Isthmian Canal, and Philippine Services may be examined at any place at which the examination is held, regardless of their residence.

A married woman can have no other residence than that of her husband.

A woman separated from her husband may, for the purpose of filing an application for examination, claim residence other than that of her husband, but she must furnish a sworn statement, on Form 1643, of the facts on which her claim to separate residence is based. The commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of the parents or guardians.

Sec. 18. Applicant for more than one examination.—A person may at the same time be an applicant for as many different examinations mentioned in section 1 as desired upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date unless otherwise stated under "Descriptions of examinations." Where more than one examination held during the same series is desired, only one application, *duly executed*, will be required for one of the examinations, and a *copy* of the duly executed application may be filed for each of the other examinations desired requiring the same form of application. Such copy must include the jurat, vouchers, and other executed parts of the original application, must be in the handwriting of the applicant and be accompanied by a statement showing the kind, date, and place of the examination for which the original was filed. Copies can not be made after filing the original. Should it be desired to take examinations held during different semiannual series, or special examinations held on different dates, a separate application, duly executed and in complete form, will be required for each examination. Whenever an original application is required for an examination it must be complete in every particular.

Sec. 19. To change place, date, or kind of examination.—A person who has applied for an examination mentioned in section 1, and who desires to change the place and date given in his application to any other scheduled place and date in the State of which he is a bona fide resident mentioned in section 2, may have such change made upon written request. No arrangements can be made to give an examination on a date or at a place other than as scheduled.

A person who has filed an application for an examination mentioned in section 1, and who afterwards desires to change the application for another kind of examination mentioned in the same section to which he is eligible, may have such change made upon written request, provided the application form required for the examination first requested is the same form required for the examination to which the change is desired to be made.

All requests for changes must be received by the commission in sufficient time to arrange for the examination desired.

No applicant for examination will be allowed to change the designation of the position for which he applies after the date of closing the receipt of applications.

Sec. 20. Applications which are disapproved.—All applications which show the applicants to be ineligible for the examinations which they seek will be disapproved and retained in the files of the commission. An applicant is ineligible for an examination unless he meets all the requirements of that examination, as shown in this Manual, in the published notice of examination, or in the application blank.

Sec. 21. Applications part of commission's records.—Applications and all examination papers of competitors form part of the official records of the commission, and can not be returned to the applicants or competitors. Exhibits consisting of photographs, drawings, specimens of work, publications, or other material of a similar nature required in connection with certain examinations will be returned to competitors who are ineligible, to eligibles upon the expiration of the term of eligibility, and to appointees, upon request. Eligibles should not request the return of such material until the expiration of the term of eligibility, or until appointment is received.

Sec. 22. What applicants should bring to examination room.—Applicants must provide themselves in all examinations with pens, penholders, pencils, erasers, and black ink, but no paper or blotters, except that applicants for the architectural draftsman examination will be allowed to bring tracing paper for use in that examination. Five-place logarithmic tables will be furnished in all examinations where logarithmic tables are required. Handbooks and books of reference are not permitted in examinations unless specifically so stated on the examination sheets. Applicants for the bookkeeper, draftsman, or other examinations requiring the use of implements, must furnish such implements for use in the examination room. Applicants for the typewriter or the stenographer and typewriter examination must provide typewriting machines and stands or tables. Typewriting machines and tables should be labeled with tags, showing the name of the applicant and the date and place of the examination which he is to take.

Sec. 23. Caution against haste and carelessness.—Many applicants fail to properly execute their applications, or fail in the examinations, not through a lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in completing the application to see that every requirement has been fully complied with. In the examinations, while competitors must complete their work within a prescribed time, it is ample for the careful consideration of every question given. Applicants should be careful to see whether any questions are printed on the back of the examination sheet.

Sec. 24. False statements in application.—Under sections 5392, 5418, and 5479, Revised Statutes of the United States, any false statement in an application, alteration of a voucher or certificate, or the presentation to the commission of any such

paper, is a violation of the law. A number of persons guilty under the statutes mentioned have been convicted. The United States Supreme Court has held that it is not essential to charge or prove an actual financial or property loss to make a case of defrauding the United States under the statutes.

Sec. 25. Reexamination.—A person who passes in an examination will not be allowed reexamination for the same position, or for any position covered by the same examination, until approximately one year after the date of the former examination, whether or not the competitor has been three times certified. This does not apply to a person who has been examined for one of the four general branches of the service (Field, Isthmian Canal, Philippine, and Departmental) and who desires examination for another of those branches. A person who has been notified of failure to pass in an examination may, upon filing a new application in due time, enter the next examination when held. Reexamination other than that named above will be granted only in very exceptional cases, in which injustice has for any reason been done or suffered, and in such cases the request for reexamination must be accompanied by a sworn statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a reexamination. An applicant who is sick or who is recovering from sickness when he enters an examination, or who is taken sick during an examination, must abide by the result of his examination, whether or not he states in his declaration sheet that he is physically unable to do himself justice.

When an eligible is again examined for the same register, an eligible average percentage attained in reexamination will cancel the former eligibility. If an eligible average percentage is not attained on the reexamination the former eligibility will not be affected. Reexamination will not be allowed during the same series of examinations as that of the original examination.

A person who is not eligible as both stenographer and typewriter, but whose name is on either register for the Departmental or Field Service, may be again examined in the subjects of the other examination upon filing a new application, on any of the dates or at any of the places in the schedule, subject to the limitations as to residence and domicile indicated in section 17, if the examination is for the Departmental Service. (See secs. 7 and 222.)

Occasionally examinations are held especially to fill temporary vacancies in stenographer and typewriter positions in the Departmental Service at Washington, D. C. A person examined for a permanent stenographer and typewriter position can not be examined within approximately one year for temporary appointment unless he has been notified of his failure in the examination for permanent appointment, because, if he so requests, he may become eligible for either permanent or temporary appointment as a result of the examination for permanent appointment. A person examined for a temporary stenographer and typewriter position may be examined for permament appointment at any examination held. A second examination for temporary appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for temporary appointment, and a second examination for permanent appointment can not be taken until approximately one year has elapsed or the competitor has received notice of his failure in the examination for permanent appointment.

In case of reexamination all subjects of the examination must be taken.

Sec. 26. Transfer.—The initiative in a transfer rests with the head of the department to which transfer is sought, and the authority of the commission is limited to determining the eligibility of the person for transfer upon the receipt of a requisition from the head of the department. The commission does not keep any register of persons eligible for transfer, and can not undertake to express an opinion in regard to the eligibility of any person for transfer, or to state whether an examination will be required, until it is in possession of all the facts in the case, presented

by the head of the department. A person already in the service may take an open competitive examination for original appointment to any other position than the one he is occupying, and of a kind different from that which resulted in his appointment to the service, on the same basis as one outside of the service.

The legislative, executive, and judicial appropriation bill, approved June 22, 1906, provides that it shall not be lawful thereafter for any clerk or other employee in the classified service in any of the executive departments to be transferred from one department to another department until such clerk or other employee shall have served for a term of three years in the department from which he desires to be transferred.

Sec. 27. Reinstatement.—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The separation must have occurred within one year next preceding the date of the requisition of the nominating or appointing officer for such certificate; but this limitation does not apply to a person who served in the Civil War or the War with Spain and was honorably discharged, or his widow, or an army nurse of either war.

The initiative in reinstatement rests with the head of the department in which the person formerly served, and the authority of the commission is limited to determining the eligibility of the person for reinstatement upon receipt of requisition for the reinstatement from the head of the department. Therefore no register of persons eligible for reinstatement is kept. A person seeking reinstatement should address his request through proper channels to the head of the department from which he was separated. The commission can not undertake to express an opinion in regard to the eligibility of any person for reinstatement, or to state whether an examination will be necessary, until it is in possession of all the facts in the case, presented through the head of the department.

Sec. 28. Removal and reduction.—The post-office appropriation act, approved August 24, 1912, provides:

"That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however*, That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or groups of persons of any grievance or grievances to the Congress or any Member thereof, shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or Member thereof, shall not be denied or interfered with."

Sec. 29. Working hours, leave of absence, sick leave.—The law requires of all clerks and other employees of whatever grade or class in the executive departments at Washington, D. C., not less than seven hours of labor each day except Sundays and days declared public holidays by law or Executive order. These hours, now fixed at from 9 a. m. to 4.30 p. m. (including one-half hour for lunch at midday), may be extended by the head of an office if in his judgment the public business demands such action. Overtime is without extra compensation. Thirty days' annual leave, and in meritorious cases thirty days' sick leave, with pay, are allowed in the discretion of the head of a department. Inquiries relative to the duties of various positions, salaries, etc., should be made of the head of the department or office in which employment is desired, unless such information is contained in the printed matter furnished by the commission.

Sec. 30. Training and experience.—In certain examinations in which training and experience constitute 10 per cent or more of the examination, applications must be filed with the commission in complete form at least 10 days in advance of the examination to permit of their being rated on this subject so that the commission may notify applicants whether they are entitled to be admitted to the examination.

If the subject constitutes 25 per cent or more of the examination, applicants must have had sufficient training and experience to entitle them to a rating of 70 or more in this subject or they will not be admitted to the examination; if the subject constitutes less than 25 per cent of the examination, they will be admitted if they attain a rating of 60 or more. In the description of the examinations to which this requirement applies reference is made to this section.

For admission to certain examinations applicants are required to show in their applications that they are qualified in training and experience as indicated below under (*a*) or (*b*).

(*a*) Graduates from reputable technical schools. An institution which fulfills the following requirements is regarded as a reputable technical school: Any technical school which is empowered to grant degrees and whose course covers not less than three years, each school year extending over not less than eight months. This applies to all branches of engineering and architecture.

(*b*) Applicants who present prima facie evidence of having acquired a sufficient knowledge of mathematics, mechanics, and the physical sciences, but have not obtained a degree as above specified, and who have not less than three years' practical experience, will be placed on the same footing as those who meet the specifications in (*a*).

(*c*) Applicants who fail to meet the specifications set forth in (*a*) and (*b*) will not be admitted to any examination requiring first-class elementary training, but will be admitted to all other examinations for which their experience fits them, provided their experience is satisfactory in the judgment of the commission.

Sec. 31. Two or more members of family in public service.—The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application to have not more than one member of his family employed in the service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the commission when any additional members of his family are

appointed to the classified service, and he is warned that if he fails to thus notify the commission and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

Sec. 32. Entrance salaries and conditions of employment at Indian schools.—The employees at Indian schools appointed from the eligible registers of the commission usually comprise the following: Physician, teacher, manual-training teacher, matron, nurse, seamstress, laundress, baker, cook, industrial teacher, farmer, shoemaker, carpenter or general mechanic, tailor, engineer, and such other special employees as may be designated.

The object of the schools is to prepare the Indian youth for the duties, privileges, and responsibilities of American citizenship by training them in the industrial arts and developing their moral and intellectual faculties. The conditions of life at these schools differ from ordinary school or home life in that most of the schools are located at points remote from large cities, although usually within reasonable distance from the smaller towns. For this reason employees must look to themselves and to their co-workers for the means of recreation, but the Indian Office cooperates with employees in every way possible to provide means for social pleasure. Employees are desired who are interested in their work and who are willing to devote their whole time to the duties of their positions, and when emergencies arise to cheerfully render such services as may be required in addition to the duties usually attached to their positions. The duties include instruction in the particular line of work upon which the employee is engaged.

The usual entrance salaries are as follows: Physician, $900 to $1,100 per annum; teacher (boarding school), $540 to $600 per annum; manual-training teacher, $600 per annum; matron or seamstress, $480 to $600 per annum; field matron, $600 to $840 per annum; nurse, $720 per annum and laundry of uniform; farmer or industrial teacher, $720 to $1,000 per annum, and promotion to $1,500 will be possible where the appointee possesses the peculiar kind of ability which the Indian Service is seeking; cook or baker, $500 per annum; laundress, $500 per annum; shoemaker, $600 per annum; carpenter or general mechanic, $720 to $900 per annum; tailor, $600 to $720 per annum; engineer, $600 to $900 per annum. The higher-salaried positions are usually filled by promotion.

Day-school teachers are usually paid $72 per month for ten months in the year, although at a few of the schools the entrance salary is $60 per month for ten months in the year. At the day schools a housekeeper is also appointed at $30 per month for ten months in the year, who may be the wife of the teacher.

Each applicant is required to furnish with his application a medical certificate showing him to be in good health and free from tuberculosis in any and every form. An applicant for the trained nurse, physician, or farmer examinations is required to submit to the examiner, on the day he is examined, a photograph of himself taken *within two years*. No person will be appointed who is unable to speak the English language.

Quarters are usually provided for the employees and are assigned by the superintendent of the school, but at some of the schools the accommodations are limited and two or more persons must occupy one room, so that employees with families may be required to content themselves with space accordingly. Some of the day schools are not located at the headquarters of the agency, and in these quarters may be provided for the teacher.

At each boarding school there is a common "mess" for all employees, the cost of which to each employee ranges, at the different schools, from $10 to $15 per month. It will thus be seen that while the entrance salaries for positions in the Indian School Service are somewhat less than salaries paid for like positions elsewhere, the cost of living is considerably less, so that the actual compensation is greater than that indicated by the entrance salaries attached to the positions.

Leave of absence with pay may be granted in the discretion of the Commissioner of Indian Affairs, not to exceed 30 days in any calendar year, and is usually granted during the school vacation.

The minimum age limitation for dairyman, farmer, farmer with knowledge of irrigation, gardener, physician, and industrial teacher (male) is 21 years; for housekeeper, matron, and seamstress, 24 years; for field matron and industrial teacher (female), 25 years; for bookkeeper, clerk, stenographer and typewriter, 18 years; for all other positions, 20 years. The maximum age limitation, unless otherwise stated under description of examination, is 50 years.

Appointees will be required to pay their own traveling expenses to the places where they are to be employed, and the salary begins on the day an employee enters upon duty at the school. The department can not advance money to pay the expenses of an appointee to his place of employment.

The duties of employees in the Indian School Service are of such a character as to require perfect physical health. No applicant who is encumbered with the care of infants or invalids, or is in any way hampered in giving to the Government his full time and best service, should enter the Indian Service.

The Indian Office prefers not to appoint persons who have children or other dependents who would have to live with them at the agency or school, although at some schools there are sufficient quarters to accommodate children of employees, and such applicants for appointment who will find it necessary to have families with them at the school will be assigned to these places, provided it appears that the children will not hinder the employee in the performance of his duties. Each applicant must attach to his application a statement showing the number in his family and the number that will require accommodations at the Indian school or agency in case the applicant receives appointment. Vacancies in clerical and mechanical trades positions will be filled from the registers established for the Departmental Service.

Sec. 33. Information concerning conditions of employment in the competitive classified service under the Isthmian Canal Commission.—Persons examined for positions on the Isthmus will not be eligible for appointment, as a result of such examination, to positions in the United States or in the Philippine Service. For the further information of applicants and others, the following statement is published relative to conditions of employment on the Isthmus of Panama, under civil-service rules, by the Isthmian Canal Commission:

AGE LIMITS.—The age limits for all positions on the Isthmus of Panama under the control of the Isthmian Canal Commission and subject to civil-service examinations are 20 and 45 years, except trained nurse and timekeeper, the limits for which are 20 and 40 years, and physician, the limits for which are 21 and 40 years.

EMPLOYEES WHOSE SALARIES ARE FIXED ON A MONTHLY OR ANNUAL BASIS, AND IN UNITED STATES CURRENCY.—The salaries of such employees begin upon the date of embarkation at port of departure from the United States. They will be required to pay all expenses of the journey to the port of departure, which expenses will not be refunded, but they will be granted free transportation from that port to the point of destination, which will include meals on the steamer.

All employees are provided with bachelor quarters free of charge immediately upon arrival on the Isthmus. Cooking is not allowed in bachelor quarters.

Such employees, unaccustomed to a tropical climate, may be granted, in the discretion of the head of the department in which employed, with the approval of the chairman, not to exceed six weeks' leave of absence with pay for each twelve months' service. An employee may defer this leave until his service is terminated, and if he serves twenty-two months continuously he may be granted not to exceed eighty-four days' leave with pay, provided his resignation is accepted to take effect at the expiration of such leave, or that he is to be discharged on account of reduction of force. Such employee who has deferred his leave and who is discharged on account

of reduction of force may be granted, in addition to forty-two days' leave of absence with pay, three and one-half days' cumulative leave for each month's actual service, in excess of twelve months to a total of not more than eighty-four days. If such leave is granted, an employee will be entitled to the Government rate each way on the steamers of the Panama Railroad Steamship Company operating between New York and Cristobal, which rate at the present time is $30 for each adult. This grant of leave of absence is not to be considered a vested right, but is made to promote the welfare and interests of the service, and compensation for the period of leave will not be paid until the first pay period after the employee returns to the Isthmus and reports for duty, unless he has become separated from the service in the manner above outlined.

In the event of illness, an employee may be granted, upon the certificate of an authorized physician of the health department in the Canal Zone of his disability for work, and in the discretion of the head of the department in which employed, sick leave with pay, in addition to such other leave of absence as may be granted to him, such sick leave with pay continuing during disability, not to exceed fifteen days for each period of six months' continuous service. Such leave of absence on account of illness shall not be cumulative for more than thirty days.

Employees whose salaries are fixed on a monthly or annual basis will receive no extra pay for overtime work required of them.

MEDICAL ATTENDANCE.—Free medical and hospital attendance in case of illness is provided.

RETURN TRANSPORTATION.—Free transportation is provided to a port of the United States upon the termination, by or at the instance of the Isthmian Canal Commission, of satisfactory service, the character and length of such service to be determined by the head of the department in which employed.

TRANSPORTATION OF FAMILIES.—Members of the immediate families of employees will, upon request, when the exigencies of the steamship service permit, be granted the Government rate between New York and Colon on the steamers of the Panama Railroad Steamship Company. This rate at the present time is $30 for each adult. No charge will be made for children under 6 years of age, and half rates will be charged for children between the ages of 6 and 12 years. Employees will not be permitted to take their families to the Isthmus until they have gone there first and secured quarters for them. The Isthmian Canal Commission does not obligate itself to furnish married or family quarters.

ASSIGNMENT OF DUTIES.—The assignment of duties is vested in the head of the department in which employed, and employees are expected to perform such duties as may be assigned them by competent authority. Services must be satisfactory to the head of such department. Persons appointed will be expected to proceed promptly to the Isthmus of Panama when tendered employment by the Isthmian Canal Commission.

SALARY.—The usual entrance salary for stenographers and typewriters on the Isthmus is $1,500 per annum; for clerks, $1,200 per annum.

PHOTOGRAPHS REQUIRED OF APPLICANTS.—Each applicant for the Isthmian Canal Service will be required to submit to the examiner, on the day he is examined, a photograph of himself, *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in connection therewith. *An applicant for the Isthmian Canal Service who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

PHYSICAL CONDITION OF APPOINTEES.—The medical certificate is required in applications for this service. All appointees in this service are required to be physically

sound and in good health. Eligibles selected for appointment will be subjected to a rigid physical examination at the port of departure by a physician in the employ of the Isthmian Canal Commission, or by one of the commission's physicians stationed at a number of the large cities throughout the United States who may be nearest or most conveniently reached from the appointee's home, the examination being free of charge. No appointee will be allowed to proceed to the Isthmus unless such examination shows him to be physically fit for duty in the Isthmian service. In case of rejection it will be necessary for the appointee to return to his home at his own expense.

Such diseases as rupture, *in any form*, piles, weak lungs or heart, venereal diseases of all kinds, aggravated varicocele and varicose veins, epilepsy, chronic alcoholism, deformed limbs, loss of fingers, defective eyesight and hearing (especially in railroad men), and other serious bodily defects, will be grounds for rejection. Persons who have slight defects in eyesight corrected by glasses should wear their glasses when presenting themselves for this examination.

POSITIONS ON THE ISTHMUS.—All inquiries concerning examinations for competitive positions—clerk (all kinds, including timekeeper), bookkeeper, stenographer and typewriter, surgeon, physician, interne, trained nurse, and draftsman—under the Isthmian Canal Commission should be addressed to the United States Civil Service Commission, Washington, D. C. Inquiries relating to other positions on the Isthmus of Panama should be addressed to the Isthmian Canal Commission, Washington, D. C. Persons residing on the Isthmus may obtain information concerning all positions by addressing the secretary of the board of civil-service examiners, Culebra, Canal Zone.

SEC. 34. INFORMATION RELATIVE TO EMPLOYMENT IN THE PHILIPPINE CIVIL SERVICE.

OPPORTUNITIES.—The civil service of the Philippine Islands offers excellent opportunities to qualified persons, both in the matter of salary and promotion. Under the operation of the civil-service law promotions may be made on the basis of merit from the lowest to the highest positions, and the records of that service indicate that qualified appointees have been rapidly advanced.

AGE LIMITS.—The age limits for the service are 18 and 40 years, unless otherwise expressly stated under description of examination.

PHOTOGRAPHS AND MEDICAL EXAMINATION REQUIRED.—Each applicant for the Philippine Service will be required to submit to the examiner, on the day he is examined, a photograph of himself, *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. A card is sent to each applicant on which to mount the photograph and to furnish necessary information in connection therewith. *An applicant for the Philippine Service who fails to present a photograph to the examiner will not be admitted to the examination.* Tintypes will not be accepted.

The medical certificate in Form 2 must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of $2, to be paid by the applicant. The medical officer should indicate his rank or official designation on such certificate. When it is impracticable by reason of the applicant's distance from a Government physician or a pension-examining surgeon to have the certificate executed by such a physician, it may be executed by any reputable physician. Such a person may be required to undergo another physical examination in case of appointment. *This certificate must not be executed by the family physician of the applicant.*

TRANSFERS.—Under the Federal civil-service rules, employees who have regularly served for three years in the Philippine civil service are eligible for transfer to simi-

lar positions in the Federal service. A person separated after three years' service without delinquency or misconduct may be reinstated for purpose of transfer, if no objection is raised by the Philippine authorities, at any time during his eligibility for reinstatement.

CLOTHING.—Americans usually dress in white drill suits. Those who go to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in that climate. Serviceable white cotton drill suits are made to order in Manila for about $3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

MEDICAL ATTENDANCE.—At present medical attendance is furnished to employees in Manila without cost. A civil hospital has been established in Manila, to the first-class wards of which civil-service employees are admitted at a charge of $1.50 a day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay $3 a day for room without bath and $5 for room with bath.

LEAVE OF ABSENCE.—1. Regularly and permanently appointed officers and employees (excepting teachers), after at least two years' continuous, faithful, and satisfactory service, are granted—subject to the necessities of the public service—accrued leave of absence with full pay, inclusive of Sundays and legal holidays, for each year of service in accordance with the following schedule: Annual salary $600 to $900 with board and quarters, or annual salary of from $900 to $1,800, 30 days; annual salary $1,800 or more, 35 days. Leave accrues while on duly authorized leave. 2. Persons in the teaching service shall not be granted leave in accordance with the foregoing schedule, but in lieu may be granted leave on full pay during vacation periods. 3. An employee who has served three years or more may be granted permission to visit the United States, entitling him to half pay for 60 days in addition to the period of leave granted.

In addition to the leave mentioned, an employee, other than a teacher, who has served six months or longer and receives a salary less than $1,000, may be granted 21 days' vacation leave, and an employee receiving $1,000 or more, or a trained nurse, may be granted 28 days' vacation leave, such leave being in lieu of "sick leave." Absence of teachers, due to sickness, may be offset by their remaining on duty for an equal period during vacations.

CONTRACT AND TRANSPORTATION.—A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

There is no provision for the allowance of return transportation.

He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the islands: *Provided*, That he proceed directly to the islands; otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two

years, unless released by the Governor General or proper head of a department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

MISCELLANEOUS INFORMATION.—No examinations are held and no appointments are made in the United States to fill ordinary clerical positions in the post-office, custom-house, and internal-revenue services and in trades positions in the Philippines. Thus far no difficulty has been experienced in filling such positions through the appointment of Filipinos and of Americans residing in the Philippine Islands. It is useless for persons in the United States to seek appointment to positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with special qualifications such as those of a stenographer and typewriter, agricultural inspector, forester, etc.

Examinations for trades positions in the Bureau of Printing of the Government of the Philippine Islands are held only as the needs of the service require. This service requires men of all-round proficiency. They are designated "craftsmen instructors," and must possess ability to instruct Filipinos in all the specialties of the various trades, and besides must have executive ability. Only exceptionally well-qualified men will be considered.

Applications for information concerning examinations for the Philippine Service should be addressed to the Civil Service Commission, Washington, D. C.

After a person has passed an examination for the Philippine Service, all correspondence relating to the question of his appointment to that service should be addressed to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C. All such eligibles should keep that bureau advised as to any changes occurring in their post-office and telegraphic addresses.

Sec. 35. Civil-service districts.—The commission has established twelve civil-service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(*a*) Positions in classified post offices (except that of rural carrier, see sec. 211), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Navy-Yard Service, and Custodian Service.

(*b*) The following positions in field branches of all services (including the Forest Immigration, Indian, Lighthouse, Public Health, and Steamboat-Inspection Services; the Engineer and Ordnance Departments at large; the Quartermaster Corps (see sec. 207); the Weather Bureau and the Bureaus of Animal Industry, Mines, and Standards, etc.):

Bookkeeper.
Clerical.
Minor clerical.
Subclerical.
Stenographer.
Typewriter.
Stenographer and typewriter.
Telephone operator.
Elevator conductor.
Messenger boy.
Mechanical trades and similar noneducational positions (except Indian Service and services for which regulations provide otherwise).
Unskilled laborer (where labor regulations are in force).

(c) The following positions in certain field branches of the service:

Field clerk and mechanical draftsman, Reclamation Service.
Forest clerk and computing clerk, Forest Service.
Junior laboratory helper, Bureau of Standards.
Matron, matron-interpreter, and guard, Immigration Service.
Wireman and mechanical draftsman, Bureau of Mines.
Law clerk-stenographer-typewriter, and office deputy United States marshal, Department of Justice.
Packer, Indian warehouses.
Book sewer, U. S. Military Academy.
Mechanician, Medical Supply Depots.
Mechanical-apprentice draftsman, and copyist draftsman, Engineer Department at large.
Mechanical draftsman, apprentice draftsman, and apprentice, Ordnance Department at large.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a district secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the secretary of the board of examiners at the headquarters of the civil-service district in which employment is desired. The location of each headquarters is shown below.

The districts are as follows:

First district.—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second district.—Headquarters, New York, N. Y.: New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union in the State of New Jersey.

Third district.—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.

Fourth district.—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

Fifth district.—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

Seventh district.—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, Lasalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.

Eighth district.—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, St. Louis, Mo.: Kansas, Missouri, Oklahoma, Arkansas, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson in the State of Illinois.

Tenth district.—Headquarters, New Orleans, La.: Louisiana and Texas.

Eleventh district.—Headquarters, Seattle, Wash.: Wyoming, Montana, Oregon, Idaho, Washington, and Alaska.

Twelfth district.—Headquarters, San Francisco, Cal.: California, Nevada, Colorado, New Mexico, Arizona, and Utah.

The Commission is represented in Alaska by the Secretary, Board of Civil-Service Examiners, Customhouse, Juneau; in Hawaii, by the Secretary, Board of Civil-Service Examiners, Customhouse, Honolulu; in Porto Rico, by the Chairman, Porto Rican Civil Service Commission, San Juan.

DESCRIPTIONS OF EXAMINATIONS.

NOTE.—Specimen questions of examinations are not given in this Manual except in connection with the grade subjects and the bookkeeper, stenographer, and typewriter examinations. In lieu of specimen questions heretofore printed of other examinations, especially technical ones, brief but definite descriptions are given, as far as practicable, of the scope of the different subjects. It is believed that these descriptions will furnish more satisfactory information relative to the character of the examinations than the former method of printing specimen questions, which, it was found in many cases, were misconstrued by applicants, who endeavored to make preparation for examinations along the limited lines of the particular questions furnished without regard to the general scope covered by the subjects of the examinations. Except for scientific assistant, Department of Agriculture (see sec. 213), no sample examination sheets or other specimen questions than those given in this Manual, of examinations described herein, can be furnished.

Sec. 36. Preliminary instructions to competitors.—At the beginning of every examination each competitor is given a preliminary sheet containing the following instructions. Other special instructions may be included. All instructions should be carefully read and followed.

Fill out the blanks at the top of this sheet and all other sheets as they are issued to you. Read the instructions at the top of each sheet. Perform all work on these sheets in ink. Spoiled sheets will not be exchanged for new ones. See that you receive all the subjects mentioned below in their regular order.

Your time is reckoned from the moment you receive the first numbered sheet. No allowance is made for time lost while out of the room. Do not leave the room without the permission of the examiner. Should you leave the room while working on a sheet, it will be taken up and not reissued to you. You are not limited to time on any sheet, unless specified on the sheet.

Pencil may be used for preliminary work only on the scratch paper furnished by the examiner. When you are through with the scratch paper return it to the examiner.

Examiners are forbidden to explain the meaning of, or to make remarks relating to, a question that may in any way assist in its solution. Necessary explanations will be made to the whole class.

You are forbidden to communicate with, give to or receive aid from, a fellow competitor, and to use helps in any form. Before the examination hand to the examiner any helps that you may have. Evidences of copying or collusion may result in the cancellation of your papers and your debarment from future examinations. Copies of the questions are not to be made or taken from the examination room.

Do not fail to answer questions on back of this sheet after all other sheets have been completed.

Sec. 37. Grade subjects.—The general scholastic subjects of many examinations, such as spelling, arithmetic, letter writing, and copying, are of three grades or degrees of difficulty, known as first, second, and third grades—the first grade being the most difficult and the third grade the least difficult. These subjects are designated under the different examinations as "grade subjects." In the descriptions of examinations comprising any of these subjects reference will be made to the particular grade of the subject comprised.

A description of the subjects of the grade examinations will be found in sections 39, 40, and 41.

Sec. 38. Relative weights and method of determining average percentage.—The different subjects in each examination are given relative weights according to their importance. These weights represent the value of each subject in the whole examination. The method of obtaining the average percentage of an examination is as follows: Multiply the rating obtained in each subject by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for that examination.

Sec. 39. First-grade subjects.—1. SPELLING: Twenty words of more than average difficulty. 2. ARITHMETIC: Fundamental rules, fractions, percentage, interest, discount, analysis, and statement of simple accounts. 3. PENMANSHIP: Rated on legibility, rapidity, neatness, and general appearance. 4. REPORT WRITING: Test in writing in letter form a report not more than 200 words in length, summarizing and arranging in logical order a series of facts included in a given statement of 400 or 500 words. 5. COPYING AND CORRECTING MANUSCRIPT: Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc. 6. GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

The following questions and tests, which have been used, indicate the general character of these subjects:

Spelling.—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition as printed below. The competitor is required to write only the word and not its definition.

Cylinder: A long, round body. *Promissory:* Containing a promise; as, a promissory note. *Essential:* Necessary or indispensable. *Discernible:* Apparent or visible. *Opportunity:* A fit or convenient time. *Deceitful:* False or tricky. *Deference:* Respect or regard. *Insertion:* The act of placing in; as, the insertion of an advertisement. *Facilitate:* To make easy; as, to facilitate business. *Schenectady:* A city of the United States. *Adjacent:* Lying near or bordering on. *Souvenir:* A token of remembrance. *Conceding:* Yielding or giving up; as, conceding a point. *Lineage:* Line of descent or ancestry; as, of royal lineage. *Deleterious:* Harmful or injurious; as, deleterious to health. *Horizontal:* On a level. *Patrimony:* An estate inherited from one's father. *Certificate:* A written testimony; as, a marriage certificate. *Reservoir:* A place of storage; as, a water reservoir. *Privilege:* A right; as, the privilege of voting.

Arithmetic.—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. This question comprises a test in adding numbers crosswise and lengthwise. There are usually three columns of about twelve numbers each to be added. 2. Multiply $3\frac{2}{7}$ by 20.73, divide the product by 6.91 and to the quotient add the difference between $7\frac{1}{4}$ and $98\frac{1}{11}$. Change all common fractions to decimals and solve by decimals. 3. New Brunswick has 66,224 pupils enrolled in her elementary schools out of a population of 397,344. Saskatchewan has 86,225 pupils enrolled out of a population of 289,800. If the same per cent of the population were enrolled in Saskatchewan that is enrolled in New Brunswick, would Saskatchewan have to increase or decrease her present enrollment, and by how many per cent of the present enrollment? 4. A public square is surrounded by a walk which contains an area of 1 acre and is 2 rods wide, the walk being entirely outside of the square. What is the area of the square? 1 acre = 160 square rods. 5. Make an itemized statement of the following account as it should appear taken from the books of Vogel & Son; make a proper heading; close the account; and bring down the balance as it should have appeared June 1, 1911: During the month of May, 1911, Vogel & Son had the following transactions with Benton Van Riper: May 1, he owed them on account $59.80. May 2, he gave them his note due in 10 months for $42, receiving credit for its present worth, $40. May 4, he sold them 648 pounds pork at 12½ cents per pound. May 5, he bought of them 216 bushels wheat at 97½ cents per bushel. May 22, he sold them 75,850 bricks at $9.40 per thousand. May 16, he transferred to them by indorsement a note given him by John Doe, face of note $900; accrued interest to date, $36. May 23, he bought of them 880 pounds pork at 12½ cents per pound, agreeing to pay freight also at 16½ cents per 100 pounds, the freight to be prepaid by them. May 31, they sold him 14,560 pounds coal at $6.90 per ton of 2,240 pounds.

Penmanship.—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fourth subject—report writing. No particular style of penmanship is preferred.

Report writing.—In this exercise the competitor is given a loose statement of facts, 400 to 500 words in length, which he is to summarize and arrange into a logical and complete report in the form of a letter of not more than 200 words.

This exercise is designed to test the competitor's knowledge of simple English composition and his general intelligence. In rating the report, its errors of form and address, spelling, capitalization, punctuation, syntax, and style, and the arrangement, conciseness, and completeness of the report are considered.

Copying and correcting manuscript.—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

Directions to the competitor: Write a *corrected* copy of the manuscript herewith. Correct all errors in syntax, spelling, punctuation, and capitalization, write in full abbreviated words, etc., as indicated. Do not change or paraphase the language of the copy, or insert, omit, or modify words phrases, or punctuation marks, except as may be necessary to correct errors. For sample exercise see page 41.

One of the best and cheerfull signs of Amer. intrest in matters other than purely materiel is the rapid increse of comercial buildings, which are artistic. Hotels ~~are~~ are more lavishly beautified than ordinary buisness buildings, but this is as it shall be, since hotels are only the homes that many persons have. Buisness structures, however, are recieving more & more atention, being now decorated to a extent which seemed absurdly wistful not long ago. That a railway co. should interduce decorative and ceramic art into its power house may can not result in any immediate cash profits, yet that is what one railway co. has done. Located in the heart of a dingy & deserted slum district, they is a great building of the finest white stone, designed by one of the best architects, of which Amer. can claim. It is simple, though neither plain or severe, dignified and beautiful, and can not fail but to have an uplifting and beneficient affect upon the neighborhood.

Geography and civil government of the United States.—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. **2.** Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. **3.** In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, Superior. **4.** (*a*) How are justices of the Supreme Court appointed? (*b*) How many amendments have been added to the Constitution of the United States? **5.** (*a*) Name two ways in which a bill may become a law without the President's signature. (*b*) Name the following officials: Speaker of the National House of Representatives; Chief Justice of the United States; Secretary of State.

Sec. 40. Second-grade subjects.—1. SPELLING: Twenty words of average difficulty in common use. 2. ARITHMETIC: Embraces addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions. 3. LETTER WRITING: Test in the use of the English language for business correspondence. 4. PENMANSHIP: Marked on legibility, rapidity, neatness, and general appearance. 5. COPYING FROM PLAIN COPY: An exact copy of a few printed lines, in competitor's handwriting. 6. GEOGRAPHY: Questions relating to the boundaries of States and to capitals, largest cities, rivers and other bodies of water, and the location by States of prominent cities.

The following questions and tests, which have been used, indicate the general character of these subjects:

Spelling.—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

Opponent: One who opposes; as, a political opponent. *President:* The Chief Executive of the United States. *Conqueror:* One who conquers. *Wholesome:* Healthful; as, wholesome food. *Achieve:* To gain; as, to achieve success. *Tranquil:* Quiet or peaceful. *Detach:* To separate or remove; as, to detach a leaf from a book. *Expensive:* Very costly. *Decease:* Death; as, a person's decease. *Noticeable:* Worthy of notice; as, a noticeable occasion. *Suspicious:* Exciting suspicion; as, a suspicious circumstance. *Terrace:* A raised bank of earth. *Rapping:* Making a number of quick blows. *Language:* The speech of a people; as, the English language. *Schedule:* A list or inventory; as, a schedule of prices. *Tying:* Binding or fastening with a cord. *Vulgar:* Low or mean. *Course:* A way or track; as, a race course. *Salary:* A stated allowance paid for services. *Chicago:* A city in the United States.

Arithmetic.—In solving the following problems, give the work in full, showing all the figures and mathematical signs necessary for the solution of each problem, without any unnecessary figures. Write the word "Answer" or its abbreviation, "Ans.", after the answer to each problem.

1. Add the following (here will be given a short column of figures) and substract 1,364,697,029 from the sum. **2.** Multiply .9864 by 90⅝ and divide the product by .4682. Change the ⅜ to a decimal before multiplying and solve by decimals. **3.** A man bought a farm of 97¼ acres. He then sold 20¾ acres at a loss of $67.50, receiving $1,343.50 for the part sold. How much money did the entire farm cost him? **4.** A jeweler paid $201.60 for old gold at $1.20 per pennyweight, and made it into rings weighing 3½ pennyweights each. He sold the rings at $6.50 each. How much more money did he get for the rings than he paid for the gold? **5.** A man cut 98 boards, each 18 feet long and 16 inches wide, into palings each 8 feet long and 2 inches wide. He sold the palings for $2.50 per hundred. How much money did the palings bring? Make no allowance for saw cuts.

Letter writing.—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter of not less than 125 words giving your views as to the advantages derived from free public libraries in the principal cities of your State.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize, and punctuate precisely as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

Make an exact written copy of the following:

The Government, no less than commercial enterprises, is benefited by the courtesy and decorum of officials and employees alike. The word gentleman is a homage to personal and incommunicable properties. The gentleman is a man of truth and in nowise dependent and servile. Beyond this fact of truth and real force, the word denotes good-nature or benevolence: manhood first, and then gentleness. Such a person is capable of taking the lead, yet has a broad sympathy which puts him in fellowship with crowds and makes effective his leadership. The man of bullying tendencies toward those less fortunately situated will fail of that effective leadership accorded gentlemen. Good manners may possibly show themselves formidable to the uncultivated man, but nevertheless aim to facilitate life and thus aid in dealing with people and in conversation.

Geography.—Do not add to an answer anything that is not required by the question; for example, do not name four States when asked to name three. An unnecessary addition to an answer receives no credit if correct, and is charged as an error if incorrect. If you desire to correct an answer, draw a pen through the part to be rejected and write the part correctly.

1. Name States as follows: Two which border Florida on the north; two which border Colorado on the north; two which border New York on the east; two which border Wisconsin on the west; one which borders Oregon on the north; one which borders New Hampshire on the east. 2. Name: The largest two rivers which border on Kentucky; the largest two lakes which border on Michigan; the largest two sounds on the coast of North Carolina; the two bodies of water which the Niagara River connects; a river which borders on Nevada; the river on which Omaha is situated. 3. (a) Name the capital of each of the following-named States: Washington, Michigan, Arkansas, Maryland, Massachusetts; (b) Name the most populous city in each of the following-named States: Pennsylvania, Oregon, Vermont, Louisiana, Illinois. 4. In what State is each of the following-named prominent cities located: Asheville, Trinidad, Amsterdam, Findlay, Lynchburg, Sedalia, Walla Walla, Keene, Macon, and Superior.

Sec. 41. Third-grade subjects.—1. SPELLING: Twenty simple words in ordinary use. 2. ARITHMETIC: Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. LETTER WRITING: Test in the use of the English language for business correspondence. 4. PENMANSHIP: Marked on legibility, rapidity, neatness, and general appearance. 5. COPYING FROM PLAIN COPY: An exact copy of a few printed lines, in competitor's handwriting.

The following questions and tests, which have been used, indicate the general character of these subjects:

Spelling.—Spelling is dictated by the examiner. The words are written by the competitor in the blank spaces indicated on the first sheet of the examination. All words should be commenced with capital letters. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

Sugar: A sweet substance made from the juice of the sugar cane. *Pledge:* Something given as security. *Cashier:* One who has charge of money in a bank. *Figure:* A mark representing a number. *Carrying:* Conveying or transporting in any way. *Breadth:* The measure from side to side. *Sheet:* The amount of paper made in one body or piece; as, a sheet of paper. *Easily:* In an easy manner. *Frontier:* The border or limits of a country. *Patience:* The state or quality of being patient. *Guess:* The act of guessing; as, to guess at one's weight. *Threat:* The act of threatening; as, to make a threat. *Diamond:* A precious gem. *Visit:* To go to see; as, to visit a friend. *Repair:* To mend or make over; as, to repair clothes. *People:* The body of persons composing a nation; as, the American people. *Require:* To be in need of; as, to require money. *Grease:* Soft animal fat. *Answer:* To reply to; as, to answer a letter. *Exist:* To live; as, to exist in poverty.

Arithmetic.—In solving problems the processes should be not merely indicated, but all the figures necessary in solving each problem should be given in full. The answer to each problem should be indicated by writing "Ans." or "Answer" after it.

1. (This question will consist of a short column of figures to be added.) 2. Divide 2,408,588 by 4,732. 3. Multiply 8,643 by 608, and then subtract 98,746. 4. A merchant who spent $225, bought 65 pounds of butter at 30 cents per pound, 84 barrels of apples at $2.25 per barrel, and spent the remainder for coffee. How much did he spend for coffee? 5. During the month of August 450,000 bushels of wheat were shipped from a certain port. During September 87,960 more bushels were shipped than during August. What was the total number of bushels shipped in the two months?

Letter writing.—The competitor is permitted to write on either of two subjects given. The following subject has been used: Write a letter containing not less than 100 words stating some of the advantages now derived by mankind from the art of printing.

This exercise is designed chiefly to test the competitor's skill in simple English composition. In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, rapidity, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise of the fifth subject—copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this subject.

Make an exact written copy of the following:

The present postal policy is to carry newspapers in some cases free, and in all other cases at much lower rates of postage than is charged for letters, the one being for the public weal, while the other is for private benefit. If the telegraph becomes a part of the service it will still be the duty of the department to transmit telegrams for the press at much lower rates than for private individuals.

Sec. 42. Mechanical trades and other noneducational examinations in the Departmental and Indian Services.—Applications for these examinations may be obtained from and filed with the United States Civil Service Commission, Washington, D. C., at any time. No educational tests are required, and it will not be necessary for applicants

to appear at any place for examination. Age, except where otherwise indicated, 20 years or over for the Departmental and 20 to 50 years for the Indian Service. Applicants who desire to apply for more than one position must file a separate application for each position desired. These examinations include those for the Departmental Service and the Indian Service, but eligibles may also be certified to other branches of the service. For a list of similar positions in the Engineer Department at large, see section 121; Lighthouse Service, see section 169; Navy-Yard Service, see section 188; Ordnance Department at large, see section 190; Quartermaster Corps, see section 207. No application for any mechanical trade or other noneducational position in the Departmental or Indian Service, other than those indicated in this Manual, will be accepted until an examination for such a position is announced.

In writing for applications applicants should state specifically the name of the position for which they desire to apply.

Applicants for these examinations, except for the Indian Service, may sign their applications by mark if unable to write. Applicants for the Indian Service must execute their applications in their own handwriting and be able to speak the English language.

An applicant for a position in the Indian Service must attach to his application a statement showing the number of persons in his family who will require accommodations at the Indian school or agency in case the applicant receives appointment.

Each applicant for employment in the Departmental Service in the District of Columbia, except for the positions named hereafter in this paragraph, will be required to furnish the certificate of an officer, under his official impression seal, of the county of which the applicant claims to be a bona fide resident, showing that the applicant is at the time of making the application an actual bona fide resident of such county and the length of time he has been a resident thereof. An applicant failing to furnish such certificate or whose application fails to show that he has been a bona fide resident of and actually domiciled in the State claimed for at least one year next preceding the date of the application will not be certified for appointment in the apportioned Departmental Service in Washington, D. C. The following-named positions are not included in the apportioned service: Plate printer, canvas worker, leather worker, sewer, gardener, engraver, carpenter, cabinetmaker, painter, and plumber.

Applicants are requested to state in their applications the minimum salary they are willing to accept and also the localities in which they will accept appointment.

As stated, no educational tests are required, but the following subjects are considered: Physical ability, and training, experience, and fitness. The relative weights of these subjects on a scale of 100 are: Physical ability, 40; training, experience, and fitness, 60. The information on which the ratings are based must be furnished by the applicant in the application and examination blank. Care should be taken to furnish accurate and complete information in order that a sufficient basis may be had for rating the papers. Each question in the application and vouchers must be fully answered. The method of rating the different subjects of these examinations is as follows:

(*a*) PHYSICAL ABILITY.—An applicant without apparent physical disqualifications is rated at 98 for this element. For physical defects which may impair his efficiency in the position for which application is made proportionate deduction will be made from 98, according to the nature of the defects or disqualifications.

(*b*) TRAINING, EXPERIENCE, AND FITNESS.—This subject will be rated upon the statements made by the applicant in his application, as corroborated by his vouchers and references. Consideration will be given to the date, length, quality, and character of the training and experience shown, and special consideration will be given experience which is continuous and recent. Applicants in stating their experience should account for all of the time since they were first employed. No competitor will be eligible who fails to attain a rating of at least 70 per cent in this subject. Should a competitor fail in this subject, no credit will be given for physical ability.

In any of these examinations the commission may in its discretion call for such additional evidence of qualifications or capacity as it may deem necessary, but no recommendations other than those called for by the commission will be considered.

All competitors rated at 70 or more for the entire examination shall be eligible for appointment, and their names shall be placed on the proper register according to their ratings; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more shall be placed above all others who have not been allowed such preference.

Registers will be established quarterly, or more frequently if the needs of the service require it. Applications for the Departmental and Indian Services, to receive consideration for any particular quarter, must be filed *in complete form* not later than the 15th of March, June, September, or December, as the case may be. The registers, except where otherwise indicated, will be made up on or soon after the first of the next succeeding month. The period of eligibility is one year from the date of entering a name upon a register.

Application and examination form 1800 will be required for the following-named positions:

Baker.
Blacksmith.
Blacksmith and horseshoer.
Blacksmith and wheelwright.
Cabinetmaker.
Canvas worker.
Carpenter.
Cook.
Dairyman. (Age, Indian Service, 21 to 50 years.)
Fireman (stationary).
Gardener. (Age, Indian Service, 21 to 50 years.)
Harness maker.
Laundress.
Leather worker.
Machinist.
Mason (brick and stone).
Painter.
Plate cleaner.
Plumber.
Sawyer.
Shoemaker.
Tailor.
Tool maker.
Wheelwright.

Sec. 43. Specially announced examinations.—In addition to the regularly scheduled examinations mentioned in this Manual, the commission is called upon very frequently to hold extra or specially announced examinations to fill positions of a technical or scientific character in which vacancies occur only at infrequent intervals, or for newly classified positions for which registers have not been established. When such examinations are to be held, they are announced in the widest possible manner in the effort to secure a sufficient number of applicants. Examinations of this kind are not held until eligibles are needed, and the commission can give no idea until that time as to the examination subjects. Such subjects are not decided upon and the questions prepared until the examinations are announced. Applications, which must be on the prescribed forms of the commission, will not be accepted for examinations of this character until they are announced. It is useless, therefore, to request the commission to furnish application blanks for this purpose unless announcement of the examination desired has been published.

Persons who have special or technical qualifications and who desire to compete in examinations requiring such qualifications, and who advise the commission of the kind of examination desired, may have their names placed on file. Then, when an examination of the kind desired is to be held, the commission will endeavor to notify all persons who have so requested.

Examinations mentioned in this Manual as probably to be held in the spring of 1914 will not be held before that time unless the needs of the service so require, in which event they will be specially announced; otherwise they will be announced in the Manual for the spring, which may be secured upon application after January 15.

Sec. 44. Acting assistant surgeon, Public Health Service.—(See Physician examination, sec. 193.)

Sec. 45. Agricultural inspector, Philippine Service.—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate. The examination will comprise certain obligatory subjects and the optional subjects named below.

Applicants must select one or more of the optional subjects. THEY MUST SPECIFY IN THEIR APPLICATIONS, IN ANSWER TO QUESTION 1 OF FORM 2, ALL OF THE OPTIONAL SUBJECTS IN WHICH THEY WISH TO BE EXAMINED AND MUST DELIVER TO THE EXAMINER ON THE FIRST DAY OF THE EXAMINATION THE REQUIRED THESIS OR THESES. The optional subjects are as follows: (1) AGRONOMY; (2) DAIRYING; (3) FORAGE CROPS; (4) GENERAL FARM MANAGEMENT; (5) PLANT BREEDING.

The examination tests are identical with those in the same subjects in the scientific assistant examination (see sec. 213). The requirements of the examination are also the same as for scientific assistant. Entrance salary, $1,400 per annum. (For further requirements see sec. 34.)

Sec. 46. Aid, Coast and Geodetic Survey.—The position of deck officer will also be filled from this examination. Age, 18 to 25 years; application form, 1312; time allowed, two days of six hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. The medical certificate in the application for this examination must be executed by some medical officer in the service of the United States. Applicants should appear before medical officers of the Army, Navy, Indian, or Public Health Service. If such an officer can not be conveniently visited, a pension-examining surgeon may execute the certificate. Special arrangements have been made with pension-examining boards throughout the country to give such examination for a fee of $2, to be paid by the applicant. *This certificate must not be executed by the family physician of the applicant.* The medical officer should indicate his rank or official designation on such certificate.

No one will be permitted to take the mental examination who has any physical defect, or who is color-blind. After an eligible has received an appointment and before he is permitted to take the oath of office, he may, at the discretion of the Superintendent of the Coast and Geodetic Survey, be required to pass an additional physical examination before an officer of the Public Health Service.

Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS: Including geometry (plane and solid), algebra, trigonometry, analytics, and the elements of calculus, 15; PRACTICAL COMPUTATIONS: Involving the use of logarithmic tables, 15; ASTRONOMY: Elementary questions in spherical and general astronomy, with special reference to determination of latitude, longitude, and azimuth, and use of field instruments, 10; PHYSICS: Elementary questions in optics, magnetism, etc., 10; SURVEYING: Elementary questions in plane and geodetic surveying, and use of field instruments, 10; MODERN LANGUAGES: Competitors may select one of the following: French, German, Spanish. Extracts of about 125 words are given for translation into English, 10; DRAWING AND DESCRIPTIVE GEOMETRY: A short test in topographic drawing and lettering is given with elementary questions on the principles of projection, 10; TRAINING, EXPERIENCE, AND FITNESS rated on application form, and corroborative evidence, 20.

The supply of eligibles for this position has not been equal to the demand.

Applicants should come to the examination room provided with two small triangles, right-line pen, drawing ink, pens, and tracing paper, for use in the examination on the subject of drawing and descriptive geometry. A slide rule may be used in connection with the work in the subject of practical computations.

Sec. 47. Aid, Lighthouse Service.—Age, 21 to 30 years; application form, 1312, including the medical certificate; time allowed, two days of six hours each. The

medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, 30; CIVIL, MARINE, OR MECHANICAL ENGINEERING OR NAVAL ARCHITECTURE (ship work), 30; MECHANICAL OR ARCHITECTURAL DRAWING, 20; TRAINING, EXPERIENCE, AND FITNESS, 20.

The questions in this examination will be such as any competent graduate in civil or mechanical engineering should be able to answer satisfactorily.

Applicants who are graduates in civil or mechanical engineering or who are in their senior year in the civil or mechanical engineering course of a technical school, or those who have had at least three years of satisfactory practical engineering experience in addition to a good general education, will be admitted to this examination; those whose education or experience does not fulfill any one of these minimum requirements will not be admitted. Higher ratings in training and experience will be given those who are graduates, who are graduates with experience, or who have had more extended practical experience.

The salary of aids in the Lighthouse Service is $1,380 per annum. It is the intention of the Lighthouse Bureau to appoint to this position with the view of training appointees to fill the positions of assistant superintendent and superintendent by promotion when vacancies in these positions occur. Appointees will be assigned to duty at the Lighthouse Depot, Tompkinsville, Staten Island, N. Y., at first.

Sec. 48. Animal husbandman, Bureau of Animal Industry, Department of Agriculture.—Men only will be admitted to this examination. Age, 21 years or over; application forms, 304 and special form.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Positions of animal husbandman and junior animal husbandman will be filled from this examination, at salaries ranging from $2,460 to $900 per annum. The salaries for positions in animal husbandry work range as follows: Under animal husbandman, $900 to $1,320; junior animal husbandman, $1,380 to $1,500; animal husbandman, $1,560 to $1,800; senior animal husbandman, $1,860 to $2,460 per annum. Those who have just graduated from college usually receive appointments as under animal husbandman or junior animal husbandman. The higher salaries are paid to those who show additional training and experience. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION, 15; SPECIAL TRAINING IN ANIMAL HUSBANDRY, including a list of any scientific or popular publications which the applicant may have issued, 15; EXPERT EXPERIENCE IN ANIMAL HUSBANDRY (the applicant must select one of the subjects mentioned below lettered (*a*) to (*m*), on which he desires to be rated on experience, and he should give full statements showing what practical and scientific experience he may have had in that branch of animal husbandry: (*a*) Feeding and breeding horses; (*b*) feeding and breeding beef cattle; (*c*) feeding and breeding sheep and goats; (*d*) feeding and breeding hogs; (*e*) feeding and breeding poultry; (*f*) stock-farm management with special reference to any section the applicant may select; (*g*) packing, storage, and marketing of poultry and eggs; (*h*) principles of animal nutrition; (*i*) principles of animal breeding; (*k*) herdbook methods and administration; (*l*) identification, testing, and uses of animal fibers; (*m*) animal husbandry literature and library work), 40; PLAN (1,000 to 2,500 words) FOR A SCIENTIFIC INVESTIGATION, or a plan or method of practically illustrating for the information of the public some phase of the subject chosen under "Expert experience in animal husbandry" (subject 3), 10; THESIS of from 2,500 to 5,000 words on any phase of the subject selected under "expert experience" (subject 3) on which the applicant has made special study, and not included in the plan under subject 4.

The thesis should represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts, 20.

In rating expert experience a minimum rating of 70 per cent on the subject chosen will be given applicants who have been graduated from a four years' course in agriculture within a year before the date of the examination, or are to be graduated from a four years' course in agriculture within six months, from any college or university of recognized standing. Higher ratings will be given for special training and experience. Nothing in this paragraph shall be construed as barring from the examination men who have the experience desired in any subject but who may not have had the benefit of a college education; but applicants who have not had sufficient education or experience to entitle them to a rating of at least 70 in the subject "expert experience" will not be eligible for appointment, and the other subjects of their examination will not be considered.

Certifications for appointment will be made according to the average percentage on the entire examination of those eligibles who have qualified in a particular subject under "expert experience." Eligibles receiving the highest average percentages will be eligible for appointment to the higher positions.

The plan and thesis may be either typewritten or in the handwriting of the applicant and on any size paper most convenient.

If a competitor fails in the examination, the documentary matter submitted with his application will be returned to him upon his request.

Sec. 49. Apprentice map engraver.—Age, 16 to 18 years. A person who is serving his apprenticeship or is undergoing training as a map engraver will be permitted to file an application for apprentice map engraver without regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for certification and selected during that period. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, 35. Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

Sec. 50. Apprentice plate cleaner, transferrer, and engraver, Bureau of Engraving and Printing.—Age, 16 to 18 years; application form, 304, including medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 40); ELEMENTARY PHYSICS, 20; MECHANICAL DRAWING, 35.

Applicants must have had theoretical and practical training of a mechanical character in metal work, such as is usually acquired in manual training schools or similar institutions or in occupations that give training in the handling of tools and machinery requiring great precision and accuracy in measuring and adjustment. Applicants whose training has been acquired in schools must furnish certificates from the school authorities showing the character of the work done and the proficiency attained by the student. Other applicants must furnish vouchers of employers as to their attainments acquired in private establishments.

Competitors must provide themselves with drawing board, ink, triangles, scales, and other necessary material except paper.

Sec. 51. Apprentice plate printer, Bureau of Engraving and Printing.—Age, 16 to 18 years. No person will be certified for appointment to the position of appren-

tice plate printer who has reached his eighteenth birthday. Application form, 304, the medical certificate to be executed; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 15; LETTER WRITING, 15; PENMANSHIP, 15; COPYING FROM PLAIN COPY, 15 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought), 25.

The physical condition of applicants will be considered.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 52. Architectural designer, Supervising Architect's Office.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 53. Assistant, Philippine Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. As far as practicable the dates will be set so as not to interfere with school work. The next examination will be held on August 20–21, 1913. This examination will also be held on December 30–31, 1913.

Men only will be admitted to this examination. Age, 20 to 40 years; application form, 2, including medical certificate; time allowed for the required subjects, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Three hours will be allowed for each optional subject taken. The order in which the optional subjects will be given will be determined at the time of the examination and can not be furnished in advance.

The required subjects of examination and relative weights on a scale of 100 are as follows: THESIS, 500 words to be written on one of two topics given, 20; CORRECTION OF ROUGH DRAFT MANUSCRIPT, 200 words, 15; MATHEMATICS, arithmetic, algebra, including quadratics, and plane geometry, 15; HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES, 15; GENERAL HISTORY AND GEOGRAPHY, 10; COLONIAL GOVERNMENT AND ADMINISTRATION, general questions, 10; POLITICAL ECONOMY, general principles, 5; TRAINING, EXPERIENCE, AND FITNESS, 10.

No competitor will be eligible who fails to attain an average percentage of at least 70 on the required subjects, and if optional subjects are taken a rating of 70 or more on each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state in answer to Question 1 of his application the optional subjects in which he desires examination.

(1) ACCOUNTING, expert; (2) AGRICULTURE; (3) AUDITING OF ACCOUNTS, practical questions on; (4) BOOKKEEPING, tests in journalizing and making a balance sheet; (5) BOTANY; (6) CHEMISTRY; (7) CIVIL ENGINEERING; (8) EDUCATIONAL METHODS; (9) ELECTRICAL ENGINEERING; (10) FINANCE; (11) FORESTRY; (12) GEOLOGY; (13) HIGHER MATHEMATICS, up to and including calculus; (14) LANGUAGE, Spanish; (15) LAW, common; (16) LAW, international; (17) LAW, Roman or civil; (18) LAWS, land, of the United States; (19) LAWS, mining, of the United States; (20) MECHANICAL ENGINEERING; (21) MINERALOGY; (22) MINING ENGINEERING; (23) PHYSICS; (24) THEORY AND PRACTICE OF STATISTICS.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Eligibility in the optional subjects tends to increase the prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be

needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required subjects, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The majority of the assistant eligibles are considered for positions in the Bureau of Education. Most of the eligibles resulting from this examination who have the necessary qualifications of a teacher and are willing to accept appointment as such are selected. The work of the American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades nearly all appointments from this register are being made at an entrance salary of $1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of bureaus or offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools. (For further requirements, see sec. 34.)

Sec. 54. Assistant dairyman.—This examination will be held only when eligibles are needed. (See sec. 43.) The position of dairy inspector will be filled from this examination.

Sec. 55. Assistant engineer, Reclamation Service.—Age, 25 to 45 years; application form, 1312. The medical certificate in the application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Applicants for the position of assistant engineer must have had at least four years' practical experience in engineering. A technical training in college will be counted as two years' experience. Time allowed, two days of seven and three and one-half hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100:

MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms; elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 15; TRAINING, EXPERIENCE, AND FITNESS, 40.

The tests in the first three subjects are identical with those given in the examination for junior engineer (see sec. 159). The rating in training and experience will be based upon general experience in civil engineering and technical description in detail of some important work upon which the competitor has been engaged. This description may be prepared afterwards and mailed to the commission within five days after the examination, or, if the competitor desires, he may prepare it in the time remaining on the second day.

Applicants whose training and experience is found insufficient for this examination may be admitted to the junior engineer examination if the training and experience shown is sufficient for that examination.

From this examination an eligible list will be established from which to appoint assistant engineers at salaries of $1,500 per annum and upward. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for assistant engineer may be placed on the register for junior engineer if his ratings are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 56. Assistant examiner, Patent Office.—Age 20 years or over; application form, 1312; time allowed, three days of six hours each. Subjects 1 and 2 will be given on the first day, subjects 3 and 4 on the second day, and subjects 5 and 6 on the third day. Subjects of examination and relative weights of subjects on a scale of 100: PHYSICS, embracing the requirements of a general college course, 20; MATHEMATICS, including one or two questions each in arithmetic, algebra, plane geometry, plane trigonometry, analytics, and differential calculus, 10; TECHNICS, covering the general field of mechanics, mechanic arts, industrial arts and processes, and applied chemistry, 20; CHEMISTRY, inorganic, including qualitative analysis, and elementary organic, 20; MECHANICAL DRAWINGS, 20; FRENCH OR GERMAN, 10.

A competitor must attain a rating of at least 40 in each subject of this examination and a general average of at least 70 on the whole examination in order to become eligible for appointment.

In physics, chemistry, and mathematics 10 questions are given, and in technics 15, of which the competitor is required to answer 5 only in each subject.

The following list will indicate works which may properly be consulted in preparing for the examination in technics, viz: Knight's Mechanical Dictionary, Appleton's Dictionary of Applied Mechanics, Wagner's Chemical Technology, Thorpe's Outlines of Industrial Chemistry, Dodd's and Ure's Dictionaries of Manufactures, Williams's How It Is Made, Williams's How It Works, and the current files of trade and technical periodicals. Under the subject "Mechanical drawings" the competitor is given photolithographic copies of drawings of three different pieces of machinery such as ordinarily appear in the printed specifications of patents, and is required to select two of the three and in each case (1) describe the views, (2) the construction, and (3) the operation of the machine represented in such technical

terms as would be used by a skilled draftsman in preparing an application for a patent. The name or use of the machine is given. An example of such a drawing, with the corresponding description, is to be found in the Rules of Practice of the United States Patent Office at pages 69 to 72 thereof. The applicant can obtain a copy of these pages, free of charge, by applying, in writing, to the Commissioner of Patents at Washington.

Under the subject "French or German" two technical exercises in each language are given, each exercise to contain about 125 words and selected from two or more of the four following books, viz: (1) A Scientific French Reader, by Alexander W. Herdler, published by Ginn & Co.; (2) A Scientific French Reader, by Francis Harold Dike, published by Silver, Burdett & Co.; (3) A Scientific German Reader, by George Theodore Dippold, Ph. D., published by Ginn & Co.; (4) A German Scientific Reader, by J. Howard Gore, Ph. D., published by Heath & Co. The competitor must select and make translations, without the aid of a dictionary, of any two of the exercises in either one language or both as preferred.

Competitors often fail in this examination from lack of time available for their final subject, owing to injudicious distribution of time to the various subjects and questions. They should therefore submit answers which are as brief as possible while covering all the essentials of the questions. The order of the questions need not be followed and competitors are advised to select and answer first those questions on which they think they can make the highest rating with the least expenditure of time.

This examination will be held only in the spring of each year, unless the needs of the service require that additional examinations be given.

Sec. 57. Assistant inspector of boilers.—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of boilers. (See sec. 171.)

Sec. 58. Assistant inspector of hulls.—Age, 25 to 55 years; application form, 1087. This examination is identical with the examination for local inspector of hulls. (See sec. 172.)

Sec. 59. Assistant observer, Weather Bureau (formerly observer examination).—Unmarried men only will be admitted to this examination. Age, 18 to 30 years; application form, 304; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: METEOROLOGY (elementary), 15; PENMANSHIP, 5; ENGLISH COMPOSITION UPON SOME METEOROLOGICAL SUBJECT, 25; ELEMENTARY PHYSICS, 20; MATHEMATICS, arithmetic and algebra, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 10; GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 40), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high-school course of one semester.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade (see sec. 39) and elementary algebra through quadratics.

If a competitor attains an average percentage of less than 70 on the subjects of meteorology and English composition on a meteorological subject combined, with the relative weights indicated, the remaining subjects will not be rated.

Sec. 60. Assistant topographer.—(See Junior topographer, sec. 161, and Topographic aid, sec. 247.)

Sec. 61. Attendant, Government Hospital for the Insane.—Apply for information concerning employment in this position to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

Sec. 62. Bookbinder (men only), Government Printing Service.—Age, 21 years or over; application and examination forms, 1800 and 1820; medical certificate not required; time allowed, three hours. Subjects of examination and relative weights of subjects

on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS rated on Forms 1800 and 1820, and corroborative evidence, 50.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in the most of these specialties. Applicants for bookbinder must show that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 63. Bookkeeper (men only), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 15; PENMANSHIP, 10; REPORT WRITING, 15; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, 40. Competitors who fail to receive a rating of at least 70 in the subject of practice of bookkeeping will NOT be eligible for appointment, and the remaining subjects will not be rated.

The following questions and tests, which have been used, indicate the general character of the sixth subject:

PRACTICE OF BOOKKEEPING.

The first exercise is given a weight of 2, and the second exercise a weight of 1.

First exercise.

INSTRUCTIONS.—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memoranda below. Keep bank account separate from the cash account. Make no day-book entries.

March 1, 1905. Thomas Morris opened new books with the following resources: Cash in Citizens' Bank, $7,800; cash in safe, $2,687.50; merchandise, $4,768; real estate, $9,750; an account against William Rose, $2,360; a note given by James Wilson for $1,287.50, due in six months without interest, accounted at its present worth, $1,250.

His liabilities were an account due John West, $2,976; a note for $900 due Arthur Moore, accrued interest to date, $27.50; an acceptance at fifteen days for $840, dated February 15, 1905, drawn upon him by Abraham Naylor in favor of Joseph Kemp.

March 2. Bought of Jones Bros., merchandise, $5,400. Gave in payment a note at six months, interest, $90, included in face of note; face of note, $3,090. Balance on account.

March 6. Sold to Samuel Aikens merchandise, $2,600. Received in payment the acceptance mentioned in liabilities, $840, and a draft on Chase Chemical Bank for balance (not deposited).

March 13. Morris sold to John Kelso a half interest in the business for $13,000 in cash. (Account the difference between this valuation of the business and the valuation as shown by the opening entry as good will.)

March 18. Sent Jones Bros. a draft at ten days' sight drawn by us upon William Rose in favor of Jones Bros. Face of draft, $600.

March 25. Bought of James Wilson, merchandise, $2,400. Gave in payment his note mentioned in resources. Face of note, $1,287.50; present worth, $1,254.87. Balance on account.

March 27. Sold Jarvis & Co., merchandise, $3,600. Received in payment a sight exchange for $800 on New York accepted at ¼ per cent premium, and their note at twenty days for balance.

March 29. Paid by check on Citizens' Bank the note due Arthur Moore mentioned in liabilities. Face of note, $900; accrued interest to date, $31.70.

March 30. Discounted at the Citizens' Bank our note at six months, and received credit for proceeds. Face of note $800, discount $24.

Second exercise.

From the data given below make out a balance sheet which shall include a trial balance, the inventory, and statement of losses and gains, proprietors' accounts, and resources and liabilities.

On March 1, 1905, Charles Martin had on hand as per inventory merchandise, $5,400; real estate, $7,600; unused office stationery, $20.75. The balance of the cash account, as shown by the ledger, was $3,640, and the balance of the bills payable account was $2,365. The footings of the other ledger accounts were as follows:

Debit footings: Charles Martin (proprietor), $970; merchandise, $12,800; real estate, $8,000; Traders' Bank, $4,780.25; bills receivable, $4,620; expense, $90.25; interest and discount, $148.60; Joshua Miller, $2,897.50.

Credit footings: Charles Martin (proprietor), $6,797.85; merchandise, $7,800; real estate, $120; Traders' Bank, $3,600; bills receivable, $3,640.75; interest and discount, $197.80; Joshua Miller, $—— (amount to be supplied by the competitor).

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 64. Bookkeeper, Field Service.—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists. (See sec. 35.)

Sec. 65. Bookkeeper, Isthmian Canal Service.—This examination has been discontinued. Bookkeeping will be given as an optional subject in the Clerk, Isthmian Canal, examination. (See sec. 85.)

Sec. 66. Bookkeeper, Philippine Service.—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, eight hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 10; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); PRACTICE OF BOOKKEEPING, embracing tests in journalizing and preparation of balance sheet in mercantile transactions (see sec. 63), 40; ELEMENTS OF AUDITING AND DISBURSING, 10; TRAINING, EXPERIENCE, AND FITNESS, 15.

Competitors who fail to attain an average rating of at least 70 in the sixth and seventh subjects combined, with the relative weights given above, will not be eligible for appointment and the remaining subjects will not be rated. (For further requirements see sec. 34.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 67. Cadet, Military or Naval Academy.—Applicants for appointment to the position of cadet in the Military Academy at West Point, N. Y., and that of midshipman in the Naval Academy at Annapolis, Md., should address the Secretary of War or the Secretary of the Navy, Washington, D. C., respectively, as these positions are not filled as a result of civil-service examination.

Sec. 68. Cadet, Revenue-Cutter Service.—For information in regard to appointment to this position address the Secretary of the Treasury, Washington, D. C.

Sec. 69. Cadet engineer, Lighthouse Service.—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); THEORETICAL AND PRACTICAL QUESTIONS IN MARINE ENGINEERING, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants for this examination should have a good general school education and theoretical and practical knowledge of marine engineering sufficient to fit them for duty in the engine room of lighthouse vessels.

The salary of cadet engineers in the Lighthouse Service ranges from $660 to $780 per annum, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service, and be in training for promotion after satisfactory service.

Sec. 70. Cadet officer, Lighthouse Service.—Age, 18 to 25 years, except that in the case of men who are employed in the Lighthouse Service and who desire to be examined the maximum age limit is 30 years; application form, 1312, including medical certificate; time allowed, seven hours. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; PENMANSHIP, 10; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); THEORY AND PRACTICE OF NAVIGATION AND SHIP DUTIES, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants for this position should have a good general school education and theoretical and practical knowledge of navigation such as taught in schools of navigation.

The salary of cadet officers in the Lighthouse Service ranges from $600 to $720 per annum, with quarters and subsistence. Appointees will be assigned to duty on board the various vessels of the service and be in training for promotion after satisfactory service.

Competitors should supply themselves with a Nautical Almanac for 1912 and Bowditch's Useful Tables for use in the examination, as indicated on the examination sheets. The use of Bowditch's Complete Navigator *will not be permitted.*

Sec. 71. Chemist.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 72. Chinese inspector, Immigration Service.—This examination has been combined with the immigrant inspector examination and will be held only when eligibles are needed. (See secs. 43 and 144.)

Sec. 73. Chinese watchman.—This position will hereafter be filled from the subclerical examination.

Sec. 74. Civil engineer, Departmental Service.—Age, 20 years or over; application form, 1312; time allowed, two days of six and three hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; USE AND CONSTRUCTION OF INSTRUMENTS, AND SURVEYING, comprising transit, including stadia work, level, plane table, rod, chain, tape, current meters, etc., surveying, leveling, and other field work required in civil engineering and not covered in subject 1, 30; DESIGN AND CONSTRUCTION, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 25; TRAINING, EXPERIENCE, AND FITNESS (see sec. 30 for time of filing application), 25.

NOTE.—No applicant who has not had at least five years' good experience in civil engineering work will be admitted to the examination. Graduation in civil engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of civil engineering about to graduate or just graduated, and others who have filled minor positions such as chainmen, rodmen, levelmen, etc., and who have not received a suitable technical training, are advised to apply for subordinate positions under the Engineer Department in their locality. (See sec. 121.)

It is not probable that the examination for the position of civil engineer, Departmental Service, will be held before the spring of 1914. Should an examination be held before that time it will be announced. Examinations will be held in the fall of 1913 for civil engineer and draftsman (see sec. 77), civil engineer and superintend-

ent of construction (see sec. 78), and junior engineer (civil), Engineer Department at large (see sec. 157).

Sec. 75. Civil engineer, Geological Survey.—(See Hydrographic Engineer, Geological Survey, sec. 143.)

Sec. 76. Civil engineer, Philippine Service.—Age, 18 to 40 years; application form, 2, including medical certificate. The subjects and weights of this examination are the same as for civil engineer in the Departmental Service (see sec. 74), but the questions are such that men who have had sufficient educational training and but little practical experience will be able to answer them satisfactorily.

Applicants must indicate in their applications that they have been graduated in civil engineering from a reputable technical school, or are senior students in such school, or have had five years' good experience in civil engineering work. Appointees are allowed field expenses when absent on duty from their permanent station.

The salaries of engineering positions in the Philippines range from $1,400 to $6,000 per annum. The majority of appointments are made at salaries of $1,400, $1,600, and $1,800 per annum, depending upon the ratings received in the examination and the experience gained subsequent to graduation. The higher positions are filled, as far as practicable, by promotion from among those who are, in the judgment of the appointing power, available and possess the qualifications required. (For further requirements, see sec. 34.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 77. Civil engineer and draftsman.—Age, 20 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The test in civil engineering will be identical with the civil engineer examination. The test in drawing will be given on completion of the civil engineer examination. No submitted drawings will be accepted. (See sec. 74.)

All eligibles in the civil engineering subjects who receive a rating of not less than 70 per cent on the drawing test will be eligible as civil engineers and draftsmen. Those who fail to receive a grade of 70 per cent on the drawing will not be eligible as a result of this examination. In determining the average percentage, the subjects of the civil engineer examination will be given a weight of 60 and the subject of drawing 40. (See note under sec. 74 for requirements for admission to this examination, and sec. 30 for time of filing application.)

Sec. 78. Civil engineer and superintendent of construction, Quartermaster Corps.—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. First day, subjects 1 and 2; second day, subject 3. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics up to and including calculus, 15; THEORY AND PRACTICE OF SURVEYING AND USE AND CARE OF INSTRUMENTS, comprising transit, including stadia work, level, plane table, rods, chain, tape, etc., surveying, leveling, and other field work required in civil engineering, 25; BUILDING CONSTRUCTION, SPECIFICATIONS, etc., involving good knowledge of all materials employed in first-class buildings and of details of construction and of specifications, 35; TRAINING, EXPERIENCE, AND FITNESS, 25.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 30 for time of filing application.)

In order to be rated 70 per cent or over in training and experience, applicants must have had at least one year's experience in architectural construction and its supervision on the ground. In addition, a good scientific education and some practical experience in civil engineering are necessary. The duties include supervision of the erection of army post buildings (barracks, officers' quarters, storehouses, etc.), the

laying out of grounds, construction of roads, sewers, etc., and, at seacoast posts, wharves.

Sec. 79. Civil engineer student, Office of Public Roads, Department of Agriculture.—Age, 20 years or over; application form, 1312; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND MECHANICS, pure and applied, 50; SURVEYING, CONSTRUCTION, AND MATERIALS OF CONSTRUCTION, 50.

An educational training equivalent to that required for graduation in civil engineering from a recognized school or college, or the fact that applicants are senior students in such an institution and expect to receive a degree in civil engineering prior to July 1, is a prerequisite for consideration for this position. In the case of such senior students, failure to receive a civil engineering degree prior to July 1 will disqualify an applicant for appointment.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 80. Civil and electrical engineer, Departmental Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 81. Civil and electrical engineer, Philippine Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 82. Classified laborer, Government Hospital for the Insane.—Apply for information concerning employment in the position of classified laborer to the board of examiners at the Government Hospital for the Insane, Washington, D. C.

Sec. 83. Clerk, Departmental Service.—Age, 18 years or over; application form, 304; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 39).

Competitors who fail to attain a rating of at least 70 in arithmetic or 65 in report writing will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. Persons who desire appointment to clerical positions in offices outside of Washington, D. C., should apply for information and application blanks to the secretary of the civil-service district in whose territory they desire employment. (See sec. 35.)

Residents of all States and Territories and the District of Columbia, who meet the requirements, will be admitted to this examination, but eligibles whose bona fide residence is in the District of Columbia will be certified for temporary employment only.

Sec. 84. Clerk, Forest Service.—(See Forest and field clerk, sec. 136.)

Sec. 85. Clerk, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years, except that applicants who apply for the optional subject of Timekeeping Experience must not be over 40 years of age; application form, 1312, including the medical certificate. The county officer's certificate in the application form need not be executed. Time allowed, four and one-half hours.

Applicants will be required to indicate in their applications, in answer to Question 1, which of the optionals given below they desire to take, and additional time as indicated will be allowed for the optionals in which examination is given.

Applicants for the optional subject Bookkeeping must have had experience with revenue or disbursing accounts of the United States Government or experience with the accounts of large corporations or business concerns doing a considerable business.

Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testimonials from recent employers

under whom the experience claimed has been gained, written on business letterhead.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (second grade, see sec. 40), 10; ARITHMETIC, slightly more difficult than the second grade, 20; LETTER WRITING (second grade, see sec. 40), 20; PENMANSHIP, 15; COPYING FROM PLAIN COPY, including tabular matter, 15; TIME (time consumed in examination), 20.

In rating the element of time a credit of 70 will be given if the examination is completed in the maximum time of four and one-half hours allowed. For each interval of five minutes less than the maximum time a credit of 1 in addition to 70 will be given. For completing the examination in two hours or less the maximum rating of 100 will be given. No credit will be given for time unless the average percentage on the remaining subjects is at least 70.

In addition to attaining an average percentage of 70 or more on the above subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) TYPEWRITING, including the typewriting tests of the examination for stenographer and typewriter, Isthmian Canal Service. The typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 219 and 252 for description of tests.) Time not to exceed one hour and ten minutes. **The Commission is advised that it is expected that most of the future appointments of clerks at a salary of $100 a month will be of eligibles with a knowledge of typewriting.** (2) BOOKKEEPING, including the practical tests of the bookkeeper examination (see sec. 63). Time not to exceed two hours. (3) GENERAL BUSINESS TRAINING, EXPERIENCE, AND FITNESS, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. (4) TIMEKEEPING TRAINING, EXPERIENCE, AND FITNESS to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

The order in which the optional subjects will be given will be determined at the time of the examination and can not be indicated in advance. A second day may be required for these subjects. No credit will be given for an optional in which the rating is less than 70 per cent. (For further requirements see sec. 33.)

Certifications for appointment will be made (1) of eligibles having the highest ratings on the basis subjects and certain optional subjects combined, giving the basis a weight of 2 and each optional considered a weight of 1; (2) of eligibles having the highest ratings on certain optional subjects who have also passed on the basis subjects; (3) of eligibles having the highest total ratings on the basis and optional subjects combined.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 86. Commission of fine arts.—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

Sec. 87. Compositor, Government Printing Service.—(See Printer examination, sec. 202.)

Sec. 88. Computer, Coast and Geodetic Survey.—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the

second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (plane and solid), algebra, trigonometry (plane and spherical), analytics, and calculus, all as covered in the higher-class textbooks, 40; PRACTICAL COMPUTATIONS, questions involving elementary mathematical knowledge and designed principally to test ability to use tables of logarithms and to make calculations quickly and correctly, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Sec. 89. Computer, Nautical Almanac Office and Naval Observatory, Navy Department.—Men only will be admitted to this examination. Age, 20 years or over; application form, 1312; time allowed, two days of seven and six hours, respectively. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE MATHEMATICS, including geometry (analytic, plane, and solid), algebra, trigonometry (plane and spherical), and calculus, all as covered in the higher class of textbooks, 40; ASTRONOMY, elementary questions in spherical and general astronomy, 20; PRACTICAL COMPUTATIONS, involving mathematical and astronomical knowledge, as indicated under the subjects of pure mathematics and spherical astronomy, but especially designed to test the competitor's ability to use tables of logarithms quickly and correctly, 40.

The supply of eligibles for this position has not been equal to the demand.

Sec. 90. Computer, Supervising Architect's Office.—Age, 20 years or over; application form, 1312; time allowed, two days of six hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND CONSTRUCTION, involving technical and practical knowledge of materials, elementary principles of architecture, and details of approved methods of construction, 35; SPECIFICATIONS, involving ability to make out contracts, specifications, etc., and interpret them, 35; TRAINING, EXPERIENCE, AND FITNESS, 30.

No applicant will be admitted to this examination who does not receive a rating of 70 per cent or over in training and experience. The minimum qualifications in this subject which will entitle an applicant to enter the examination are a good general education and not less than two years' experience in practical architectural work and in the writing or interpretation of specifications, etc., either with architect or contractor engaged in the erection of first-class buildings. (See sec. 30 for time of filing application.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 91. Confidential agents.—(See secs. 215 and 218.)

Sec. 92. Consular Service.—Applicants for appointment to positions in the Consular Service should address the Secretary of State, Washington, D. C.

Sec. 93. Custodian Service.—This service covers positions the duties of which relate to the care and management of public buildings outside of Washington, D. C. In cities in which there are Federal buildings, except Washington, D. C., the positions of assistant custodian, assistant custodian-janitor; engineer (steam), first, second, and third class; elevator conductor, fireman, janitor, watchman, and similar positions for such public buildings are in the Custodian Service. Registers are made up for each city; and applicants who pass the examination have their names entered upon a register of eligibles and are certified for appointment to positions in the Federal building of that city when vacancies exist. Examinations are held only when eligibles are needed to fill existing vacancies, due announcement of which is made in the public press. For information concerning these examinations apply to the board of examiners at the Federal building in which employment is desired.

Sec. 94. Customs Service.—Apply for information concerning examinations for this service to the board of examiners at the customhouse in which employment is desired.

Sec. 95. Deputy United States marshal.—All deputy marshals except those employed as field deputies in offices of United States marshals, or whose chief duties are to serve process, are in the competitive classified service, and in filling vacancies in this position, where a knowledge of stenography and typewriting or bookkeeping is not required, certification will be made of the highest three on the first-grade, or clerical, register of eligibles who were examined in the State in which the vacancy exists. (See sec. 268.) Vacancies in positions of office deputy marshal requiring a knowledge of stenography and typewriting or of bookkeeping will be filled by certification from the stenographer and typewriter or the bookkeeper register of those examined in the State in which the vacancy exists. For application forms and information as to the scope of the first-grade, or clerical, and stenographer and typewriter examinations apply to the district secretary in charge of the territory in which the position sought is located. (See sec. 35.) Examinations for bookkeeper will be announced by the district secretary when eligibles are needed.

Sec. 96. Diplomatic Service.—Applicants for appointment to positions in the Diplomatic Service should address the Secretary of State, Washington, D. C.

Sec. 97. District health officer.—(See Physician, sec. 193.)

Sec. 98. District inspector of locomotive boilers.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 99. Draftsman, apprentice, Ordnance Department at large, War Department.—Age 17 to 21 years; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Applicants must indicate in their applications that they have had training and actual experience in mechanical drafting, obtained either in the drafting room of a manufacturing establishment, in drafting classes of day or night schools, or in drafting courses of correspondence schools. They must also indicate that they are familiar with the use of drawing materials, instruments, and the equipment of a mechanical drafting room. The applicant's statement in his application should indicate fully the training and experience he has had in drafting work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 35 and 190.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

Sec. 100. Draftsman, architectural, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application form, 1312; time allowed, two days of eight hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING AND DESIGN, involving the drawing of plans, elevations, and details for modern first-class buildings to scale according to given specifications, 30; FREE-HAND DRAWING, ORNAMENT AND PROJECTION, involving ability to make free-hand perspectives, large-scale free-hand drawings of styles of exterior and interior decoration and shadow casting, etc., 20; BUILDING MATERIALS AND CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings, of details of construction, and of specification forms for such work, 20; TRAINING, EXPERIENCE, AND FITNESS, 30. Applicants will be allowed to bring tracing paper to the examination room for use in this examination.

Applicants who have had training and experience indicated below under (*a*) or (*b*) will be given ratings of 70 or more in that subject and will be admitted to the examination: (*a*) Graduates from approved technical schools in architecture, without other experience; (*b*) persons having not less than five years' experience in good

architectural office work. Special training short of graduation in architecture will be considered equivalent to not more than two years of these five.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 30 for time of filing application.)

Sec. 101. Draftsman, clerk, Land-Office Service.—Age, 18 years or over; application form, 1312; time allowed, two days of six hours each. The first four subjects will be given on the first day and the fifth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 39), 10; ARITHMETIC AND ELEMENTARY MATHEMATICS, questions involving ordinary school arithmetic and elementary questions in plane geometry and mensuration, 20; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 10; PUBLIC-LAND SURVEYING, 20; DRAWING AND LETTERING, a specimen showing part of a land-office plat is given for reproduction to a certain scale, 40.

Persons who pass this examination will be eligible for appointment to clerical or draftsman positions in the Land-Office Service only in offices outside of the District of Columbia. This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 102. Draftsman, copyist topographic.—Age, 18 years or over; application form, 1312; time allowed, two days of seven and five hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction in india ink, 50; LETTERING, tests of numbers and of short words in different styles of lettering are given, 50. The tests in drawing and lettering are identical with those given in the topographic draftsman examination. Competitors who take both examinations will take these tests but once. No submitted drawings will be accepted. (See sec. 110.)

Sec. 103. Draftsman, engineer, Supervising Architect's Office, Treasury Department.—Age, 23 years or over; application form, 1312; time allowed, two days of seven and one-half and seven hours, respectively. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN ENGINEERING CONSTRUCTION, 60; TRAINING, EXPERIENCE, AND FITNESS, 40.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 30 for time of filing application.)

Competitors in this examination will be allowed to use a slide rule, and should bring for use throughout the examination a Carnegie or Cambria Handbook. Explicit instructions regarding the use of handbooks in the examination will be printed on the sheets.

The duties of this position are confined to the engineering problems involved in first-class building construction. The examination will consist of practical questions based upon the work required, particular attention being paid to fireproofing, and designing in steel and reenforced concrete. Applicants must have had not less than five years' practical experience, of which at least two years should be in either steel designing or construction work. A degree in civil engineering from a technical school of recognized standing will be considered as equivalent to not more than two years of the five years above mentioned.

Sec. 104. Draftsman, heating and ventilating, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application form, 1312; time allowed, two days of six and seven hours, respectively. The first subject will be given on the first day and the second subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PRACTICAL QUESTIONS IN HEATING AND VENTILATING, involving a competent knowledge of mathematics and plumbing, and of heating and ventilation of buildings, both theoretical and practical, 35; DRAWING AND DESIGN, involving ability to design and draw plans, etc., for the heating and

ventilating plants of modern public buildings, 35; TRAINING, EXPERIENCE, AND FITNESS, 30.

Applicants must have had not less than four years of practical experience in the designing or installation of heating and ventilating systems in large buildings. A technical degree in heating and ventilating engineering will be considered equivalent to not over two and one-half years of the four specified.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to this examination. (See sec. 30 for time of filing application.)

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 105. Draftsman, hull, Lighthouse Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 106. Draftsman, junior architectural, Supervising Architect's Office, Treasury Department.—Age, 18 years or over; application form, 1312; time allowed, two days of seven and eight hours, respectively. The first two subjects will be given on the first day and the remaining subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, elementary questions in materials and details of construction, 15; FREE-HAND DRAWING AND PROJECTION, elementary questions involving ability to draw perspective views, plans, and elevations of regular solids, examples of decoration, cast shadows, etc., 25; DRAWING, involving ability to draw neatly and correctly to scale, 40; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants who have had training and experience indicated below under (*a*), (*b*), or (*c*) will be given ratings of 60 or more in that subject and will be admitted to the examination: (*a*) Persons in their third year of an architectural course in an approved technical school; (*b*) persons who have taken a complete course in architecture in a correspondence school and have in addition had some suitable experience or study; (*c*) persons who have had not less than three years' experience in an architect's office.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 60 in that subject will not be admitted to this examination. (See sec. 30 for time of filing application.)

Sec. 107. Draftsman, junior engineer, Engineer Department at large.—Age, 18 years or over; application form, 1312; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: COMPUTATIONS, MATERIALS, AND STRUCTURAL DETAILS, 35; DRAWING AND DESIGN, 40; TRAINING, EXPERIENCE, AND FITNESS, 25.

Applicants should have had at least a high-school education; should have had at least five years' experience as draftsman, two of which should have been on design; should be familiar with calculations, structural details, and shop practice in structural steel and reenforced concrete; and should be capable of preparing working drawings from the calculations and from written specifications and rough notes.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 30 for time of filing application.)

Competitors should provide themselves with drawing materials, other than paper, including a drawing board not less than 15 inches square. They should also bring to the examination room a Cambria, Carnegie, or other similar handbook for use in case it is allowed. If the use of a handbook is permissible it will be stated on the examination papers.

Sec. 108. Draftsman, mechanical, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of seven hours each. The first subject will be given on the first day and the second subject on the second day. Subjects of exami-

nation and relative weights of subjects on a scale of 100: MACHINE DESIGN, including arithmetic, algebra to quadratics, geometry, mensuration, logarithms, use of tables, elementary problems in mechanics, use of slide rule, materials used in machine construction, and practical calculations involving the interpretation of formulas and the correct working out of results in special cases, 30; DRAFTING, involving competent knowledge of machine construction and the ability to draw neatly to scale, 35; TRAINING, EXPERIENCE, AND FITNESS, 35.

An applicant who has not had sufficient training and experience to entitle him to a rating of at least 70 in that subject will not be admitted to the examination. (See sec. 30 for time of filing application.)

Competitors who attain over 80 per cent in training and experience will be rated as first-class draftsmen; those who attain 80 per cent or under will be rated as second-class draftsmen. Eligibles in the first class are eligible to second-class positions and may be given preference in making appointments thereto, provided they state in their applications their willingness to accept appointment to the lower position.

First-class draftsmen must indicate in their applications that they have had not less than three years' good drafting-room experience, and in addition shopwork experience or on machine construction. A technical school training in mechanical engineering will be equivalent to two years' practical work.

Second-class draftsmen must indicate in their applications that they have had not less than two years in drafting room, or one year in drafting and one year in the shop or on construction. A technical school training in mechanical engineering will be accepted as equivalent to the two years' practice.

Competitors in this examination are allowed the use of a slide rule. They should also bring to the examination room Kent's or Supplee's Mechanical Engineer's or similar handbook for use in case it is allowed.

Applicants must be physically sound and in good health.

(For further requirements see sec. 33.)

Sec. 109. Draftsman, mechanical, Ordnance Department at large, War Department.—Age, 18 years or over; application form, 1312. This examination will consist of statements of the applicant's education, training, and experience, corroborated by vouchers and accompanied by specimens of work.

Apply for application blanks to the board of examiners at the ordnance establishment in which employment is desired, or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See secs. 35 and 190.) Applications may be filed at any time with the district secretary. Examinations will be held when eligibles are needed.

Sec. 110. Draftsman, topographic, Departmental Service.—Age, 18 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the second and third subjects on the second day. Not more than five hours on the second day will be allowed for the work on lettering. The test in mathematics will be given on completion of the lettering test. No submitted drawings will be accepted. Subjects of examination and relative weights of subjects on a scale of 100: DRAWING, a specimen of topographic drawing will be given for reproduction, in india ink, 35; LETTERING, tests of short words in different styles of lettering, and numbers are given, 35; MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms, mensuration, and projections, 30.

The tests in drawing and lettering will be identical with the copyist topographic draftsman examination, so that those who intend to qualify both as topographic draftsmen and as copyist topographic draftsmen will take these tests but once and need file but one application, but should state therein that they desire both examinations. (See sec. 102.)

All competitors who attain an average percentage of 70 or more in the subjects of drawing and lettering will be eligible as copyist topographic draftsmen, and all who

attain an average percentage of 70 or more in those subjects and a general average of at least 70 per cent on those subjects combined with mathematics, will also be eligible as topographic draftsmen.

The supply of eligibles for this position has not been equal to the demand.

All topographic draftsman positions in the departments in Washington are filled from this register, or, if there are no eligibles thereon, from the copyist topographic draftsman register.

Sec. 111. Draftsman, topographic, Isthmian Canal Service.—Men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, two days of six and five hours, respectively. The first and second subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY MATHEMATICS, comprising geometry, trigonometry, algebra, and mensuration, 20; PLOTTING FROM FIELD NOTES, 30; DRAWING AND LETTERING, 30; TRAINING, EXPERIENCE, AND FITNESS, 20.

Applicants must indicate in their applications that they have had at least three years' experience in civil engineering work, or are graduates in civil engineering from a reputable school.

Competitors who attain an average rating of less than 70 in the second and third subjects will not be eligible for appointment, and the remaining subjects of their examination will not be considered.

Each competitor should bring for use in the examination a protractor of radius 2½ to 4 inches showing ½ degrees—preferably *two*, of 2-inch radius and 5-inch radius, respectively—a scale 300 feet to the inch, a straightedge, triangles, and every other drawing material, except drawing paper, that will be needed to plot field notes to scale and make pen-and-ink drawings.

Applicants must be physically sound and in good health.

(For further requirements see sec. 33.)

Sec. 112. Drainage engineer, Department of Agriculture.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 113. Editorial clerk.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 114. Electrical engineer and draftsman, Supervising Architect's Office, Treasury Department.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 115. Electrician, Departmental Service.—Age, 20 years or over; application and examination form, 1800; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: REPORT WRITING (first grade, see sec. 39), 10; PRACTICAL QUESTIONS, 65; TRAINING, EXPERIENCE, AND FITNESS, 25.

Experience in the care, maintenance, repair, and operation of station storage batteries and lead burning is very desirable in this examination, and persons with such qualifications should state fully their experience in the application.

Sec. 116. Electrotyper, finisher, Government Printing Service.—Age, 21 years or over; application and examination forms, 1800 and 1747; time allowed, four hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 6; ARITHMETIC, 6; LETTER WRITING, 6; PENMANSHIP, 6; COPYING FROM PLAIN COPY, 6 (all third grade, see sec. 41); CORRECTION OF PROOF, embracing the interpretation of proof-readers' marks, 20; TRAINING, EXPERIENCE, AND FITNESS, rated on Forms 1800 and 1747, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

Sec. 117. Electrotyper, molder, Government Printing Service.—Age, 21 years or over; application and examination forms, 1800 and 1747; time allowed, three hours.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, rated on Forms 1800 and 1747, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

Sec. 118. Electrotyper-stereotyper, Government Printing Service.—This examination has been discontinued. (See electrotyper, finisher, sec. 116; electrotyper, molder, sec. 117; and stereotyper, sec. 228.)

Sec. 119. Elevator conductor, Departmental Service.—Age, 20 years or over; application and examination form, 1800; time allowed, three hours. No person will be admitted to this examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, 50. Under the subject of "experience," no credit will be given except for actual experience as elevator conductor, or as electric motorman or electric craneman, and applicants who have not had at least six months' such experience will not be admitted to the examination. If an applicant has had only six months' experience, that experience must have been gained within the twelve months just prior to the date of application. Applicants must fully indicate the kinds of elevators, and whether passenger or freight, upon which they have been employed, as well as the length of experience.

For local services outside of the District of Columbia the examination will be held in the city in which, or in the vicinity of which, a vacancy exists. The examination will be held only when eligibles are needed, and will be duly announced.

Sec. 120. Engineer, chief marine, Coast and Geodetic Survey.—Age, 25 to 45 years; application and examination forms, 1800 and three forms 1728. No educational test is required. Each applicant must submit with his application a license from the Steamboat-Inspection Service or a certificate from that service showing the character of the license which is held by him, and must give in his application the names and tonnages of vessels upon which he has been employed. Vouchers on form 1728 should be furnished from employers or superior officers under whom the applicant has worked.

An eligible selected for appointment will, upon reporting for duty, be given a physical examination by a medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified he will be rejected.

Sec. 121. Engineer Department at large.—All positions under the Engineer Department at large, except as provided in paragraph (*c*) below are under one of two headings—those requiring an educational test, known as "educational positions," and those requiring no educational test, known as "noneducational or trades positions."

(*a*) The positions requiring an educational test are—

Assistant engineers and superintendents of class 5. Junior engineers (civil, mechanical, or electrical); these employees may perform the duties of inspectors, overseers, surveyors, hydrographers, computors, designers, draftsmen, levelmen, recorders, sextant observers, topographers, transitmen, etc., and may also be employed in any clerical position. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 2 or higher class. Draftsmen. Engravers, lithographers, and similar positions, when of class 3 or higher class. Clerks, including copyists, bookkeepers, stenographers and typewriters, messengers, messenger

boys, watchmen, skilled laborers, and elevator conductors. Scientists, specialists, and employees in positions not specifically referred to herein as of noneducational class, or excepted from classification, will be considered of educational class unless authority to class as noneducational is given by the Chief of Engineers.

(*b*) The "noneducational or trades positions" requiring no educational tests are—

Superintendents of class 4; these positions are to be restricted to the few cases in which conditions of work necessitate the appointment of those especially qualified by training and experience for the particular duty to be performed, but who have not the technical nor the theoretical education required for superintendents of the educational class (class 5). Inspectors and overseers of class 3; these positions are intended, primarily, to provide for inspectors and overseers who have heretofore been considered as of the educational class by reason of the rate of pay required to secure their services, but who have not the theoretical training to permit of their being properly classified in the "junior engineer" grade. Inspectors and overseers of class 2 or lower class; these positions relate to duties requiring experience and special skill, but not necessarily technical educational training. Foremen, including those performing duties of master laborer, master workman, master carpenter, and the like. Surveyors, including those performing the duties of transitmen, levelmen, and the like, when of class 1 or lower class. Masters, mates, pilots, steam engineers, and similar positions, which in private employ require a license from the Office of Steamboat Inspection, and applicants for these positions are required to have such a license. Surveymen (who may perform duties of transitmen, levelmen, recorders, rodmen, chainmen, and the like), timekeepers, and receivers of material, when of class D or lower classes. Engravers, lithographers, transferrers, shaders, and similar positions, when of class 2 or lower class. All the mechanical trades. All employees performing the duties of blasters, boarding masters, brakemen, bridge tenders, cement testers, concrete finishers, cranesmen, dam and valve tenders, deputy inspectors, divers, dredge engineers, electricians, enginemen (including all steam engineers not licensed), fort keepers, gardeners, gauge readers, handymen, helpers, janitors, leadsmen, light keepers, linesmen, lock masters, lockmen, powdermen, riggers, shipkeepers, stewards, strikers, telegraph and telephone linemen, trackmen, truckmen, and similar positions.

(*c*) The unclassified positions.

All unskilled laborers and those employed in positions such as the following are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen: Apprentices to the mechanical trades, axmen, bakers, boatmen, charwomen, cooks, cooks' helpers, deck hands, derrick hands, dredge hands, drillmen, drivers, floormen, hostlers, lamplighters, laundresses, oilers, sailors, scowmen, stevedores, stokers, teamsters, waiters, and weavers.

All unclassified employees are of class A or B. If any necessity arises for a higher rate of pay for any of the positions named in the preceding paragraph than is allowed in class B, and such employment is authorized by the Chief of Engineers, the position becomes a classified one, and the appointment must be made as for other employees in noneducational or trades positions.

Positions requiring an educational test, if not filled by reemployment from "furlough without pay" or from "laid off," reinstatement, transfer, or promotion, will be filled by certification from the eligible registers of the Civil Service Commission. Assistant engineers, and superintendents of class 5 will be appointed by promotion. Draftsmen are certified either from the junior engineer or draftsmen registers. In positions requiring no educational tests, vacancies which can not be filled by reemployment from "furlough without pay," or from "laid off," reinstatement, transfer, or promotion, with exceptions noted below, will be filled by officers in local charge of engineering districts from lists prepared by local civil-service boards or from registers maintained in offices of civil-service district secretaries (see sec. 35). Superintendents of class 4 will be appointed by promotion. Special in-

spectors or overseers of class 3 will be appointed by promotion from inspectors or overseers of class 2, or by reclassification of those now in the service.

Apply for information concerning employment in any of the mechanical trades, or other positions not requiring educational tests, to the board of examiners for the Engineer Department at large in the engineer district in which employment is desired.

Boards for this service are located at the following places:

Baltimore, Md.	Little Rock, Ark.	Pittsburgh, Pa.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Buffalo, N. Y.	Louisville, Ky.	Rock Island, Ill.
Charleston, S. C.	Manila, P. I.	St. Louis, Mo.
Chicago, Ill.	Memphis, Tenn.	St. Paul, Minn.
Cincinnati, Ohio.	Milwaukee, Wis.	San Francisco, Cal.
Cleveland, Ohio.	Mobile, Ala.	San Juan, P. R.
Dallas, Tex.	Montgomery, Ala.	Savannah, Ga.
Detroit, Mich.	Nashville, Tenn.	Seattle, Wash.
Duluth, Minn.	New London, Conn.	Vicksburg, Miss.
Galveston, Tex.	New Orleans, La.	Washington, D. C.
Grand Rapids, Mich.	Newport, R. I.	Wheeling, W. Va.
Honolulu, Hawaii.	New York, N. Y.	Wilmington, Del.
Jacksonville, Fla.	Norfolk, Va.	Wilmington, N. C.
Kansas City, Mo.	Philadelphia, Pa.	Yellowstone Park, Wyo.

All clerical and professional positions are filled from appropriate registers of eligibles or from specially announced examinations. (See sec. 43.)

Sec. 122. Engineer, Indian Service.—Age, 20 to 50 years; application and examination form, 1800. Owing to the widely varying conditions in the various schools and agencies of the Indian Service, general engineering examinations will be given under the following separate branches. An applicant may take one or more than one of these, in his discretion. The prospects of appointment will be increased by passing more than one of the branches indicated.

In making application, applicants should state at the head of the application the exact title and also the particular branch or branches in which examination is desired in order that the proper papers may be shipped.

Experience will be rated on the statements in the application, satisfactorily corroborated. Applicants are required to file only one application form in case examination is desired in more than one branch, and they should state as definitely as possible the experience they have had which would tend to qualify them in the branches selected. The ratings in each branch will be determined separately, and a separate register will be maintained for each branch. Two days will be required in case more than three branches are taken. Subjects of examination and relative weights of subjects on a scale of 100 shown under each branch are as follows:

Branch 1.—STEAM ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering installation, repair, and operation of boilers and steam engines and pumps, 60; TRAINING AND EXPERIENCE in handling steam engines and boilers and pumps, and fitness, 40.

Branch 2.—ELECTRICAL ENGINEERING; time allowed, three hours. PRACTICAL QUESTIONS, covering generators and motors, switchboard apparatus, wiring for lighting and power, 60; TRAINING AND EXPERIENCE in handling electrical apparatus, and fitness, 40.

Branch 3.—HEATING; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering heating by hot water and exhaust or live steam, 60; TRAINING AND EXPERIENCE in handling heating plants, and fitness, 40.

Branch 4.—REFRIGERATION; time allowed, two and one-half hours. PRACTICAL QUESTIONS, covering systems of refrigeration and operation of necessary apparatus, 60; TRAINING AND EXPERIENCE in handling refrigerating apparatus, and fitness, 40.

Branch 5.—GAS AND GASOLINE ENGINES; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of gas and gasoline engines, 60; TRAINING AND EXPERIENCE in handling gas and gasoline engines, and fitness, 40.

Branch 6.—HYDRAULICS; time allowed, two hours. PRACTICAL QUESTIONS, covering operation of water turbines and water wheels, 60; TRAINING AND EXPERIENCE in handling turbines and water wheels, and fitness, 40.

(For information concerning the Indian Service, see sec. 32.)

Sec. 123. Engineer, stationary steam, Departmental Service.—This examination will be given only when eligibles are needed. (See sec. 43.)

Sec. 124. Engraver, copperplate map, Geological Survey and Coast and Geodetic Survey.—Age, 18 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. No educational test is required. Applicants are rated upon the character and degree of excellence of samples of engraving, which must be submitted with their applications. The samples should show the quality of the applicants' work in lettering, water lines, contour lines, hill shading, sanding, culture, and other map features. Their experience and the nature of their previous employment will be considered.

Sec. 125. Engraver, script, square letter, and vignette, Bureau of Engraving and Printing.—Age, 20 years or over; application and examination forms, 1800 and special form. Applications may be filed at any time. Applicants are required to file only one application form in case examination is desired in more than one kind of engraving. No educational test is required. Applicants are rated upon the character and degree of excellence of the samples of engraving, which must be submitted with their applications. Their experience and the nature of their previous employment may be considered.

Sec. 126. Engrossing clerk, Departmental Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 127. Examiner of surveys, General Land Office.—(See surveyor, General Land Office, sec. 236.)

Sec. 128. Farmer, Indian Service.—From the list of eligibles resulting from this examination appointments will also be made to the position of industrial teacher, male. Age, 21 to 50 years; application form, 1800, including the medical certificate; time allowed, six and one-half hours. If the competitor desires to take the examination for both the eastern and western districts, one hour additional will be allowed for the additional sheet of practical questions in farming. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, 5; FARM ECONOMY, relating to farm implements, appliances, machinery, and construction of farm buildings, 20; PRACTICAL QUESTIONS IN FARMING, embracing operations with soils, crops, and timber, in dairying, stock raising, orcharding, and gardening as applied to general farming, 30; KEEPING ACCOUNTS, 5; TRAINING AND EXPERIENCE IN FARMING AND CARPENTRY, AND FITNESS, rated on Form 1800 and corroborative evidence, 35. (For information concerning the Indian Service see sec. 32.)

Applicants who fail to show training and experience which entitles them to a rating of 70 per cent on the sixth subject will be ineligible for appointment and the remaining subjects will not be considered.

Applicants should make a full and detailed statement of any experience they have had in farming by irrigation. The number of years so engaged, the character of the crops grown, the acreage irrigated, and the place or places where the experience was obtained must be fully shown. Eligibles who have had such experience will usually be first certified for appointment.

In rating the subject of training and experience special credit will be given graduates of recognized agricultural colleges and those experienced in handling farm

help. This experience is considered valuable, as the farmer in the Indian Service is expected to lead Indians in agricultural lines, awakening in them interest in their work.

Two lists of practical questions in farming will be prepared. Applicants living in the Western districts will be given practical questions in farming appropriate to that portion of the United States, while those in the Eastern districts will be given practical questions in farming appropriate to the Eastern districts, unless in any instance the applicant indicates a desire to be examined for another district than that in which he lives.

For purposes of certification the country will be divided into four districts, the first of which will include the States of Washington, Oregon, Idaho, Montana, and Wyoming; the second, the States of California, Nevada, Utah, Colorado, Arizona, and New Mexico; the third, the States lying east of the eastern boundary of Colorado, Wyoming, and Montana and north of the southern boundary of Nebraska, Iowa, Illinois, Ohio, Pennsylvania, and New Jersey; and the fourth district, the States lying east of New Mexico and Colorado and south of the line above indicated for the third district.

Certifications will be made for filling vacancies as they may occur—first, of those eligibles who are residents of the district in which the vacancy exists, and, second, of those who are residents of other districts and who have taken the examination for the district in which the vacancy exists.

The Indian Office has experienced considerable difficulty in securing a sufficient number of unmarried farmers, it being impossible in some instances to provide quarters for married men and their families.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 129. Farmer, with knowledge of irrigation, Indian Service.—This examination has been discontinued. (See Farmer examination, sec. 128.)

Sec. 130. Field clerk, Reclamation Service (formerly junior clerk).—(See Forest and field clerk examination, sec. 136.)

Sec. 131. Field matron, Indian Service.—Applicants must be in good health and physically robust, as the work is arduous; in many places it requires long drives or horseback rides visiting Indian families. From the list of eligibles resulting from this examination certification will also be made to the position of female industrial teacher. Age, 25 to 45 years; application and examination form, 1312, including the medical certificate; time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: KEEPING ACCOUNTS, memoranda of domestic supplies with or without cost are given and the competitor is required to make proper entries in accounting therefor, etc., 5; ESSAY, relating to the Indian's mode of living, etc., 5; ELEMENTARY SEWING, practical questions relating to methods, stitches, etc., and the making of a sample of elementary sewing, 10; COOKING AND GENERAL HOUSEHOLD MANAGEMENT, including care of food, its preparation and nutritive value, and housekeeping, 15; SANITATION, HYGIENE, CARE OF THE SICK, AND CARE AND FEEDING OF CHILDREN, embracing matter relative to water supply, disposal of waste, etc., use of disinfectants, and home nursing, 15; HOME GARDENING AND POULTRY RAISING, 5; METHODS OF SOCIAL WORK, relating to social conditions and civic betterment, etc., 5; TRAINING, EXPERIENCE, AND FITNESS, 40.

Applicants must clearly indicate in their applications what experince, if any, they have had in the management of their own homes or in the instruction and training of others in the household arts. They must answer fully what experience and training, if any, they have had in (*a*) cookery, (*b*) household sanitation, (*c*) sewing, (*d*) care of the sick, (*e*) care and feeding of infants, (*f*) home gardening and poultry raising, and (*g*) social work, such as reform, settlement, slum, civic betterment, or any similar line of work.

A part of the examination will be the making, by each competitor, of a sample of elementary sewing at the examination. This test is a part of the third subject. Each competitor must bring needle, scissors, thimble, thread (No. 30), and a piece of white muslin 8 by 12 inches for sample work.

Each applicant must hand to the examiner on the date of the examination a photograph of herself *taken within two years.* A card is sent to each applicant on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant for the position of field matron who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

(For information concerning the Indian Service, see sec. 32.)

Sec. 132. Fish-culturist, Bureau of Fisheries.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 133. Forest Service.—On December 17, 1904, the President issued an order which classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, and it was provided that forest supervisors and rangers should be selected, when practicable, from qualified citizens of the States or Territories in which the said forests, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service under the direction and control of the Forester.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, scaler, forest ranger, assistant forest ranger, forest guard, planting assistant, and clerk.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, forest assistant, or other person eligible for promotion.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant. Clerks, forest assistants, lumbermen, assistant forest rangers, and planting assistants are appointed through competitive examination. With the exception of the examination for forest assistant, which is held annually, examinations for this service are held only when eligibles are needed. (See secs. 134 and 136.)

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires or when other special work requires additions to the regular forest force. Persons thus employed are known as forest guards and temporary laborers, and serve only as long as required.

No examination is required for the position of forest guard. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

Sec. 134. Forest assistant, Forest Service.—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first four subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SILVICULTURE, comprising silvics, improvement of forests, methods of cutting for reproduction, artificial reforestation, etc., 20; ECONOMICS AND LAW, comprising direct and indirect importance of forests, public-land laws, special forest laws, etc., 5; FOREST MANAGEMENT, comprising forest finance, forest regulation, working plans, application of organized forestry, control of grazing, etc., 10; FOREST PROTECTION, comprising protection from fire, control of forest insects, fungous diseases, etc., 5; LUMBERING, comprising estimating of timber, scaling, logging, transportation of logs, manufacture of forest products, etc., 15; ENGINEERING, comprising plane and topographic survey-

ing, and the construction of roads, trails, etc., 10; DENDROLOGY, comprising the botanical classification and characteristics of forest trees, 10; FOREST PRODUCTS, comprising the utilization and preservation of wood, 5; TRAINING AND EXPERIENCE in theoretical and practical forestry, and fitness, 20. Applicants must show in their applications all the theoretical and practical training and experience they have had. In order to receive a rating of 60 per cent on this subject, which is necessary for admission to the examination, applicants must have had the following minimum training and experience: (*a*) Not less than one full school year's theoretical and practical training in forestry at a forest school or at an established department of forestry in an institution of collegiate grade, or the full equivalent of such training; (*b*) for those who have not attended forest schools, not less than two years' experience in practical forestry work in the field.

(See sec. 30 for time of filing application.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 135. Forest assistant, Philippine Service.—Age, 18 to 40 years; application form, 2, including medical certificate. Subjects and weights identical with those for forest assistant, Forest Service. (See sec. 134.) Usual entrance salary, $1,400. Field expenses are allowed appointees when absent on duty from their permanent station. (For further requirements see section 34.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 136. Forest and field clerk.—From the list of eligibles resulting from this examination appointments will be made to the positions of forest clerk in the Forest Service and field clerk (formerly junior clerk) in the Reclamation Service. Both men and women will be admitted to this examination, but women will not be employed as forest clerks. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office. Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of forest clerk; application form, 1371; time allowed, seven and one-half hours. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 5; STENOGRAPHY, 25; COPYING FROM ROUGH DRAFT, (typewriting, see sec. 250), 10; COPYING FROM PLAIN COPY (typewriting, see sec. 250), 5; TIME, 10; ELEMENTS OF BOOKKEEPING, 20; ARITHMETIC (first grade, see sec. 39), 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10.

In lieu of a dictation in stenography, competitors will be furnished a printed exercise which they will be required to write in stenographic notes. The exercise will contain 330 words. If the notes are written in three minutes, 100 per cent in speed will be given; four minutes, 90 per cent; five minutes, 80 per cent; six minutes, 70 per cent; seven minutes, 60 per cent; and eight minutes, 50 per cent. If the writing of the notes is not completed in eight minutes, the printed exercise will be taken up and proportionate deduction made for the part omitted in the transcript. This exercise will be rated on the speed with which the notes were written and the accuracy of the transcript.

The forest and field clerk examination will be held as frequently as the needs of the service require, but it will not be given in the first, second, third, and fourth civil-service districts. Application blanks may be secured from the district secretary of any other civil-service district and may be filed with him at any time. When the examination is announced all persons having applications on file will be notified when and where to appear for examination. (See sec. 35.)

In filling vacancies in these positions preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality

becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

Sec. 137. Freedmen's Hospital.—The following positions now existing and any similar positions which may be hereafter created in this hospital will be filled through noneducational examination:

Cook, head; cook, second; cook, third; drivers; laborers; laundresses; laundrymen; maids; orderlies; pupil nurses; waiters.

Applicants must be physically healthy and of good moral character. Applicants for the position of pupil nurse must be between 21 and 35 years of age, and for other positions between 18 and 35 years of age, except that preference claimants may be examined without regard to age. (See sec. 271.)

Positions other than those mentioned above will be filled from certifications made from registers maintained by the Civil Service Commission. General registers will be used as far as possible and due publicity will be given to any examination announced especially for filling positions in the Freedmen's Hospital.

Applications for positions for which noneducational examinations are given can be obtained from the Secretary of the Board of Examiners at the Freedmen's Hospital, Washington, D. C., and when fully executed should be returned to him. Applications may be filed at any time, but registers will be established on the first of January, April, July, and October of each year unless lack of eligibles necessitates the rating of papers at other times.

Sec. 138. Geological Survey.—Temporary field positions in the Geological Survey are graded as follows:

Grade 1.—Geologic field assistant, hydrographic field assistant, topographic field assistant, triangulation field assistant, transitman, levelman.

Grade 2.—Rodman, chainman, recorder, collector.

Grade 3.—Teamster, packer, cook, camp laborer, etc.

Grade 4.—Assistants doing occasional work.

Temporary employees for positions in grade 1 must be selected from the registers of the Civil Service Commission as far as practicable.

Positions in grade 1 may be filled by selections outside the civil-service registers in the following cases:

(*a*) When there are no eligibles on the appropriate register who will accept such employment.

(*b*) When the character of the field service is such that special qualifications are essential and these qualifications are not possessed by any eligibles. This condition applies especially to positions with parties in Alaska and the more remote parts of the West where experience as a boatman or horseman may be essential.

(*c*) When an unforeseen emergency arises during the progress of the field work necessitating the immediate filling of the position. Cases of this kind may be due to the position of assistant becoming vacant through the incompetency or disablement of the incumbent or through necessary rearrangement of parties.

Temporary *employment* for positions in grade 2 may be made for the field season without examination. The positions in this grade, by reason of their duties, are within the competitive service; but because of the brief period of employment appointments through examination at the present time are considered impracticable.

Temporary *employment* for positions in grade 3 may also be made without examination for the field season, as the positions in this grade are mostly unclassified and remote from the cities where registers for unclassified laborers are maintained, and in such cases where the duties are partially those of classified positions the brief periods of *employment* make appointments through examinations impracticable.

As appointments to grade 4 are for occasional services only and are given to residents in the particular place at which such services are desired, and as the compensation is merely nominal and not sufficient to provide for the support of any person, no examination will be required.

Persons desiring appointment to temporary positions in the field force of the Geological Survey, where such appointment is permissible without examination as shown above, should apply to the Director of the Geological Survey, Washington, D.C.

(For technical examinations held for positions in the Geological Survey, see secs. 75, 143, 160, 161, and 247.)

Sec. 139. Government Hospital for the Insane.—Apply for information concerning employment in the positions of attendant and classified laborer to the secretary of the board of examiners at the Government Hospital for the Insane, Washington, D. C.

Sec. 140. Guard, United States Penitentiary Service.—Age, 21 to 60 years; application form, 304. The medical certificate in form 304 must be executed. Time allowed, three hours. Applications will not be accepted from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight, and the commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage, and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who show in their applications that they use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination and relative weights on a scale of 100 are: SPELLING, 10; ARITHMETIC, 5; LETTER WRITING, 10; PENMANSHIP, 5; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); PHYSICAL ABILITY, 20; TRAINING, EXPERIENCE, AND PRACTICAL FITNESS, 40.

Each applicant for examination for the position of guard will be required to submit to the examiner on the day he is examined a photograph of himself *taken within two years*, which will be filed with his examination papers as a means of identification in case he receives appointment. The applicant will be furnished by the commission with a card on which to mount the photograph and to furnish necessary information in relation thereto. *An applicant for the position of guard who fails to present a photograph to the examiner will not be admitted to examination.* Tintypes will not be accepted.

There are three United States penitentiaries in which guards are employed—at Fort Leavenworth, Kans., Atlanta, Ga., and McNeil Island, Wash. Residents of the State of Washington are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the applicant's fitness for employment as a guard in a United States penitentiary.

Sec. 141. Horticulturist.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 142. Hospital interne, Isthmian Canal Service.—This examination has been discontinued. Appointments will hereafter be made from the physician register. (See sec. 193.)

Sec. 143. Hydrographic engineer, Geological Survey.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 144. Immigrant inspector, Immigration Service.—From this examination the positions of immigrant inspector and Chinese inspector will be filled. Age, 20 to 55

years; application form, 1312; time allowed, seven and one-half hours. Men only will be admitted to this examination. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 15 (all first grade, see sec. 39); COPYING FROM PLAIN COPY, 5 (second grade, see sec. 40); PRACTICAL QUESTIONS IN THE IMMIGRATION AND CHINESE-EXCLUSION LAWS AND REGULATIONS, 30; TRAINING, EXPERIENCE, AND FITNESS, 20.

Competitors who fail to receive a rating of at least 70 in the subject "Practical questions in the immigration and Chinese-exclusion laws and regulations" will not be eligible for appointment, and the remaining subjects will not be rated. Copies of the immigration and Chinese-exclusion laws may be obtained from the Department of Labor, Washington, D. C.

It is desired to secure persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request in answer to Question 1 of their applications may also be examined in one or both of the following optional subjects: (1) STENOGRAPHY AND TYPEWRITING, including the stenography and typewriting tests of the examination for stenographer and typewriter. Stenography will be given a weight of 30, and the typewriting tests of copying and spacing, copying from rough draft, copying from plain copy, and time, will be given weights of 4, 3, 2, and 6, respectively. (See secs. 219 and 250 for description of tests.) No competitor who attains an average of less than 70 in these tests combined, with the relative weights indicated above, will be eligible in this optional. Time, not to exceed two hours and ten minutes. (2) INTERPRETING one or more of the following languages: Arabic, Armenian, Assyrian (Arabic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindoo, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Arabic), Turkish, Yiddish (Hebrew jargon). Applicants who desire to qualify in one or more of these languages will, upon notice to that effect, be furnished a copy of Form 1141, and the languages selected must be specifically named in answer to Question 1 of Form 1141 or Form 1312. No educational test in the languages will be given, but the rating in the language will be based upon the statements of the persons whose names and addresses the applicant furnishes on Form 1141, who can read and speak the language concerning which they vouch. At least two, but not more than three, names of persons must be furnished by the applicant for each language in which he desires to qualify. The same person may vouch for as many different languages as he is able to read and speak. No credit will be given for any language in which a rating of less than 70 per cent is received.

A register will be established containing the names of all competitors who become eligible on the basis subjects, and separate registers of those who are eligible on the basis and one of the optional subjects.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States will be divided into four districts, the Mississippi River to be the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California to be the dividing line north and south. (For mounted inspector, Immigration Service, on the Mexican border see sec. 184.)

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 145. Indian Insane Asylum.—The board of examiners for this asylum has been abolished. Positions in this asylum will hereafter be filled from appropriate eligible registers for the Departmental and Indian Services.

Sec. 146. Indian Irrigation and Allotment Services.—All positions in these services are classified and subject to examination except those hereafter mentioned under the heading "Unskilled laborers." The positions are divided into two general classes—first, those requiring an educational test, and, second, those requiring no educational test, and known as trades positions.

Educational positions.—The principal positions requiring an educational test are: Engineers; assistant engineers; junior engineers; surveyors; draftsmen; clerks, bookkeepers, stenographers, skilled laborers, copyists, and typewriters; specialists or experts. Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission.

Trades or noneducational positions.—Supervisors of ditches; superintendents of construction or grading; foremen; timekeepers; rodmen, chainmen, and similar positions; carpenters, blacksmiths, masons, and sawyers. All employees performing special duties, such as concrete finishers, cranesmen, dam and head-gate tenders, dredge engineers, ditch riders, electrical assistants, enginemen, line riders, powdermaen, riggers. The employment of Indians in any of these positions is permissible without registration.

Applications for these positions are to be made to local boards of examiners.

Local boards of examiners have been constituted by the commission at the following points: California—Office of Chief Engineer, Federal Building, Los Angeles, Cal. Idaho—Office of Superintendent of Irrigation, Fort Hall, Idaho. Montana—Office of Special Allotting Agent, Poplar, Mont. New Mexico—Office of Superintendent of Irrigation, Albuquerque, N. Mex. Oregon—Office of Superintendent of Irrigation, Klamath Agency, Oreg. South Dakota—Office of Special Allotting Agent, Pierre, S. Dak. Utah—Office of Superintendent of Irrigation, Myton, Utah. Washington—Office of Special Allotting Agent, Fort Spokane, Miles post office, Wash.; Office of Superintendent of Irrigation, Toppenish, Wash. Wyoming—Office of Superintendent of Irrigation, Wind River, Wyo.

Unskilled laborers.—Unskilled laborers, such as apprentices in mechanical trades, axmen, bakers, cooks, derrickmen, drillmen, drivers, hostlers, teamsters, etc., to be appointed by the engineer in charge without examination.

Sec. 147. Indian reservation superintendent, Indian Service.—Age, except employees of the Indian Service, 25 years or over; application forms, 304, including the medical certificate, and special form.

Applications may be filed at any time. Applicants are not assembled for this examination, but must submit all the required material with their applications.

Applications, with the accompanying examination material, will be rated and the register replenished quarterly, as soon as practicable after the first of January, April, July, and October. To receive consideration for a particular quarter, applications must be filed not later than the fifteenth of the preceding month. Subjects of examination and relative weights of subjects on a scale of 100: GENERAL EDUCATION AND SPECIAL TRAINING, 30; SPECIAL EXPERIENCE AND FITNESS, 40; ESSAY, 10; THESIS, 20.

The requirements of this examination demand that those who obtain eligible ratings must have had a broad general education and considerable special training along the lines of business management, economics, political science, applied sociology, and history, and have been reared in such economic and social environments as have brought them into real contact with the various kinds of humanity and the conditions under which they live. Experience in dealing with Indians or of a sociological nature is important. They should also have had executive experience, that along agricultural, industrial, or financial lines being considered valuable.

The duties of this position will be of a supervisory nature and will relate to farming (sometimes with irrigation), forestry, boarding schools and district day schools, grazing, questions of health (particularly tuberculosis and trachoma), combating

the liquor traffic with Indians, and all human problems that can arise out of these various relations. Many of these reservations are as large as some of the smaller Eastern States, have several thousand Indians upon them, and possess varied natural resources. Each superintendent is therefore bound to come in contact with difficult economic and sociological problems.

The salaries of these positions range from $1,200 to $3,000 per annum.

(For information concerning the Indian Service, see sec. 32.)

Sec. 148. Industrial teacher, Indian Service.—(Female, see Field Matron, sec. 131; male, see Farmer, sec. 128.)

Sec. 149. Industrial teacher (men only), Philippine Service.—Applications for this position are received by the commission at any time.

The next examination will be held on August 20–21, 1913. This examination will also be held on December 30–31, 1913. Age, 20 to 40 years; application form, 2, including medical certificate. Time allowed, six hours if the competitor takes the practical questions in ironworking or woodworking, but not both. If the questions in both are taken, one hour additional will be allowed for the additional questions. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING on some subject relating to the trade, 15; PENMANSHIP, 5; ARITHMETIC, comprising problems involving addition, subtraction, multiplication, division, elementary bookkeeping, percentage, decimals, and problems in mensuration, 10; METHODS OF PRESENTING AND TEACHING THE TRADE, 20; PRACTICAL QUESTIONS, including a simple mechanical drawing, IN (*a*) IRONWORKING and (*b*) WOODWORKING (competitors may be examined in either (*a*) or (*b*) or may take both if they desire), 30; TRAINING, EXPERIENCE, AND FITNESS, 20.

The work of American men teachers is largely of a supervisory character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

Industrial work is being emphasized more strongly each year. Teachers of carpentry and forging and machine-shop practice are in great demand. There is need for men with sufficient knowledge of machinery to run small sawmills.

Practical teachers who are masters of their trades will find responsible and remunerative positions. More than thirty provincial schools are fully equipped with woodworking machinery, and many have both woodworking and ironworking machinery.

Applicants for this examination should have had experience in teaching these trades or should have had school training in them. Persons who are merely journeymen are not desired.

Competitors must supply themselves with small drawing board, drawing instruments, and india ink.

(For further requirements see sec. 34.)

Sec. 150. Inspector's assistant (men only), Bureau of Animal Industry, Department of Agriculture.—Appointments will be made from this register to positions which were formerly filled from the tagger register. Age, 20 to 40 years; application form, 304; time allowed, six hours. Applicants must show in their applications that they have had at least three years' experience in handling meats or meat-producing animals. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all second grade, see sec. 40); PRACTICAL QUESTIONS, 50. Competitors who fail to attain a rating of at least 70 in the practical questions will not be eligible for appointment, and the remaining subjects will not be rated.

The duties of this position are to assist both veterinary inspectors and meat inspectors at slaughterhouses and packing establishments in connection with their duties as inspectors of meat and meat-food products.

The entrance salary of this position is $840 per annum.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 151. Internal-revenue examination.—For information and application form applicants should write to the secretary of the board of examiners at the headquarters of the civil-service district in which employment is sought. (See sec. 35.)

Sec. 152. Interpreter.—This examination will be held only when eligibles are needed. (See sec. 43.) Persons requesting to be notified of this examination should state the languages in which they are proficient.

Sec. 153. Irrigation engineer, Department of Agriculture.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 154. Irrigation engineer, Reclamation Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 155. Junior engineer (mechanical), Bureau of Mines.—Age, under 30 years; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of five and seven hours, respectively. The first two subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; ESSAY on a mechanical engineering subject, accompanied by sketches, 20; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MECHANICAL ENGINEERING, INCLUDING TESTING OF FUELS, 30; TRAINING, EXPERIENCE, AND FITNESS, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mechanical engineering, or that they are senior students in such institutions and will complete the required course in June.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 156. Junior engineer (mining), Bureau of Mines.—Age, under 30 years, except that applications are accepted from persons under 35 years of age who have had the necessary educational training and have also had actual experience in rescue and recovery work at mine disasters, have made investigations and reports concerning mine disasters and their possible causes, and have had training and experience in the wearing of artificial breathing apparatus and in first aid to the injured; application form, 1312, including medical certificate. Applicants must be in good physical condition. Time allowed, two days of seven hours each. The first three subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: ELEMENTARY CHEMISTRY AND PHYSICS, 10; MINERALOGY AND GEOLOGY, 10; ESSAY, accompanied by sketches, on a subject relating to mining, 10; MECHANICS AND DYNAMICS OF ENGINEERING, 10; MINING OPERATIONS, including tunneling, blasting, hoisting, ventilation, shaft sinking, etc., 30; TRAINING, EXPERIENCE, AND FITNESS, 30.

Applicants must show that they have had educational training and experience equivalent to a four years' course in a technical college of good standing, the larger portion of which course is devoted to a study of mining engineering, or that they are senior students in such institutions and will complete the required course in June.

Sec. 157. Junior engineer (civil), Engineer Department at large.—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Applicants for this position will be given the examination for civil engineer in the Departmental Service. (See sec. 74 for entrance requirements and description of tests.) From the eligible list secured as a result of this examination, selection may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at

large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who comply with the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and (3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Sec. 158. Junior engineer (mechanical or electrical), Engineer Department at large.—Age, 20 years or over; application form, 1312. Both married and unmarried men will be admitted. Time allowed, two days of six and four hours, respectively. Subjects 1 and 2 will be given on the first day and subject 3 on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PURE AND APPLIED MATHEMATICS, elementary problems in mensuration, solution of plane triangles, and theoretical and applied mechanics, involving a fair knowledge of pure mathematics to and including calculus, 20; CONSTRUCTION AND OPERATION of boilers, engines, electric machinery and apparatus, materials of construction, etc. (general questions on mechanical and electrical engineering), 25; THEORY AND PRACTICE OF (*a*) MECHANICAL ENGINEERING, or (*b*) ELECTRICAL ENGINEERING (questions on advanced theory and practice), the competitor to select (*a*) or (*b*), 30; TRAINING, EXPERIENCE, AND FITNESS (see section 30 for time of filing application), 25.

Competitors in this examination will be allowed to use a slide rule.

No applicant who has not had at least five years' good experience in mechanical (or electrical) engineering work will be admitted to this examination. Graduation in mechanical (or electrical) engineering from any technical school of recognized standing will be considered equivalent to three and one-half years of this period. Students of mechanical (or electrical) engineering about to graduate or just graduated and others who have filled minor positions and who have not received a suitable technical training will not be admitted to the examination.

From the eligibles secured as a result of this examination, selections may be made to fill vacancies arising in the grade of junior engineer in the Engineer Department at large. The War Department states that a competitor who attains eligibility as a result of this examination will be eligible for examination for appointment to the position of second lieutenant in the Corps of Engineers, United States Army, provided (1) that he is unmarried, (2) that he is between the ages of 21 and 29, and (3) that he holds a diploma showing graduation in an engineering course from an approved technical school.

All persons who are eligible for appointment as junior engineer under the Engineer Bureau of the War Department, and who comply with the limits prescribed, are eligible for admission to the War Department examination without further test by this commission. Eligibility for appointment as junior engineer may be secured in one of the following ways: (1) By passing successfully the examination prescribed by the Civil Service Commission for such position; (2) by promotion in the Engineer Bureau of the War Department under the provisions of paragraph 7, Section III, General Orders, No. 14, office of the Chief of Engineers, December 27, 1910; and

(3) by transfer from another branch of the Departmental Service to the Engineer Bureau under Rule X of the civil-service rules.

Sec. 159. Junior engineer, Reclamation Service.—Age, 20 to 45 years; application form, 1312. The medical certificate in application will be required, and those who are not physically sound and able to perform field duty under trying conditions will not be admitted to the examination. Time allowed, two days of seven hours each. The first two subjects will be given on the first day, and the third and fourth on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS AND APPLIED MECHANICS, covering algebra to and including problems involving quadratics; geometry, plane and solid; trigonometry, plane and elements of spherical; use of tables of logarithms, elements of calculus, and elementary questions involving principles of mechanics and hydraulics as set forth in college textbooks, 25; THEORY AND PRACTICE OF CONSTRUCTION ON LAND AND IN WATER, involving elementary knowledge of designing and constructing highways, railroads, dams, retaining walls, foundation work, trusses, etc., 20; THEORY AND PRACTICE OF TOPOGRAPHIC AND HYDROGRAPHIC SURVEYING, as covered in first-class surveying textbooks, 20; DRAWING AND LETTERING, problem to show a knowledge of construction and use of contours, 15; TRAINING, EXPERIENCE, AND FITNESS, 20.

In rating training and experience a minimum rating of 70 per cent will be given applicants who have just graduated or are about to graduate in civil engineering from any reputable technical school or college. Higher ratings will be given for special education or practical experience. Junior engineers may be appointed assistant engineers (see sec. 55), provided they possess the requisite qualifications, and may be promoted to engineer positions in the discretion of the department. Failure to attain 70 per cent in experience will not in itself render a competitor in this examination ineligible.

From the eligible list obtained from this examination secondary positions in the Reclamation Service, with a salary of $900 and upward per annum, will be filled. Living expenses are not paid, except when traveling under official orders, when all necessary expenses are allowed.

A competitor who fails in the examination for junior engineer may be placed on the register for assistant engineer (see sec. 55) if his ratings and experience are such as would render him eligible in that examination. No person can be eligible on both registers at the same time from the same examination.

Applicants should provide themselves with a straightedge, a scale showing 400 feet to the inch, and such other drawing instruments as may be necessary in making a contour map.

NOTE.—All questions are such that any competent third or fourth year technical student with little practical experience may be expected to answer them satisfactorily.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 160. Junior engineer, Technologic Branch, Geological Survey.—(See Junior engineer, Bureau of Mines, secs. 155 and 156.)

Sec. 161. Junior topographer.—(Formerly topographic aid examination.) Age, 20 to 30 years, except that the maximum age limit in the case of men who have had five field seasons' experience in any Government bureau as technical field assistants doing topographic work similar to that executed by the Geological Survey is 35 years.

Application form, 1312. The medical certificate on the application form must be executed. Time allowed, two days of six and seven hours, respectively. The first and second subjects will be given on the first day; the third and fourth subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, comprising arithmetic, algebra to and including problems involving quadratics, plane and solid geometry, plane trigonometry, logarithms,

mensuration, and projections, 15; SURVEYING, USE AND CARE OF INSTRUMENTS, AND ELEMENTS OF ASTRONOMY as applied to surveying (the field questions are all elementary in character and do not involve any mathematical knowledge beyond that required under subject 1), 15; CONTOUR CONSTRUCTION, consisting of drawing contour lines from given perspective view, 25; TOPOGRAPHIC DRAWING AND LETTERING, 15; TRAINING, EXPERIENCE, AND FITNESS, 30.

Appointment to permanent positions in the Geological Survey will be made from the junior topographer register. Certifications for filling temporary positions during the field season will be made from the topographic aid register. (See sec. 247.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject "training and experience."

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 162. Kindergarten teacher, Indian Service.—Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of kindergarten teacher in the same school; application form, 1312; time allowed, two days of five hours each. The first seven subjects are given on the first day, the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing 20 or more misspelled words, 5; PEDAGOGY, one or more topics relating to the principles of kindergarten instruction, to be discussed in essays of not less than 100 to 250 words, 10; ARITHMETIC AND FORM STUDY, questions concerning the relation of kindergarten gifts and occupations to number and form, 10; LANGUAGE, questions relative to teaching English in primary and kindergarten work, 5; GEOGRAPHY, questions relative to the presentation of the elements of geography to kindergarten and primary pupils, 5; NATURE STUDY, questions on topics relative to the teaching of this subject in primary instruction, 5; DRAWING, tests in graphic free-hand sketching, chiefly to test ability to illustrate lessons in kindergarten and primary instruction, 10; PSYCHOLOGY OF CHILDHOOD, questions on topics relative to the principles of psychology involved in kindergarten and primary instruction, 10; USE OF KINDERGARTEN MATERIALS, practical tests with kindergarten materials to determine the competitor's ability to use them in school work, 15; SONGS, GAMES, AND STORIES, questions on topics designed to test competitor's familiarity with this subject in kindergarten work, 15; PHYSIOLOGY AND HYGIENE, questions having special reference to the proper care and consideration to be given by the teacher to kindergarten and primary pupils, 5. (For information concerning the Indian Service see sec. 32.)

Sec. 163. Law clerk, Departmental Service.—Age, 20 years or over; application form, 1312; time allowed, two days of five hours each. The first five subjects are given on the first day and the sixth subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; REPORT WRITING, 10; COPYING AND CORRECTING MANUSCRIPT, 5 (all first grade, see sec. 39); LAW, embracing practical questions upon nearly the entire field of law, excepting technical rules of practice and statutory laws not common to all the States, 70. Competitors who fail to attain a rating of 70 in the subject of law will not be eligible for appointment and the remaining subjects will not be rated.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 164. Law clerk-stenographer-typewriter.—From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography and typewriting, and to the position of naturalization examiner in the Department of Labor. This examination supersedes the examination for naturalization examiner. Age, 22 to 40 years, but no eligible who is under 27 years of age will be certified to the position of naturalization

examiner, and no person under 24 years of age will be certified for appointment to a position in the Field Service; application form, 304. Time allowed, two days of six and six and one-half hours, respectively. The first eight subjects will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY (see sec. 219), 20; COPYING AND SPACING (typewriting, see sec. 219), 4; COPYING FROM ROUGH DRAFT (typewriting, see sec. 219), 3; COPYING FROM PLAIN COPY (typewriting, see sec. 219), 2; TIME, 6; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 10; ARITHMETIC (first grade, see sec. 39), 5; SPELLING (first grade, see sec. 39), 5; COPYING AND CORRECTING MANUSCRIPT (first grade, see sec. 39), 5; LAW (law clerk, see sec. 163), 35.

These positions offer opportunities for advancement in work and salary in the Bureau of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

In order to become eligible as a result of this examination competitors must attain a rating of at least 70 in the subject of law, of at least 70 in stenography, and an average of at least 70 in the three typewriting tests and time combined. Should a competitor fail in these subjects, the remaining subjects of his examination will not be considered.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 165. Librarian.—This examination will be held only when eligibles are needed. (See sec. 43; also Scientific assistant examination, sec. 213.)

Sec. 166. Library assistant.—This examination will be held only when eligibles are needed. (See sec. 43; also Scientific assistant examination, sec. 213.)

Sec. 167. Library of Congress.—Applicants for positions in the Library of Congress should address the Librarian of Congress, Washington, D. C., as these positions are not in the classified service.

Sec. 168. Life-Saving Service.—A person to be eligible for appointment to the position of surfman must be a citizen of the United States; not under 18 nor over 45 years of age; not less than 5 feet 5 inches in height; not less than 135 nor more than 205 pounds in weight without clothing; must reside in the district in which he seeks employment; must be able to read and write the English language; must not have passed an examination for surfman within approximately one year next preceding; MUST BE A GOOD SWIMMER; must have had at least three years' experience as a surfman, sailor with incidental experience as row boatman, or row boatman: *Provided*, That where an applicant has had at least one year's experience in the handling and operating of motor boats in rough water, two years' experience as surfman, sailor with incidental experience as row boatman, or row boatman shall be considered sufficient: *Provided further*, That no credit shall be allowed for experience of any kind obtained before the age of 15 years. No educational test is required.

The names of persons who are found upon examination to be eligible will be entered upon the register of eligibles quarterly—January 1, April 1, July 1, and October 1. Applications that are received in complete form at the commission prior to December 15, March 15, June 15, and September 15 will be considered for the register to be established on the first of the next succeeding month.

Applications for examination may be filed at any time. Apply for information concerning examinations for surfman in this service to the keeper of the life-saving station nearest your place of residence.

Clerical and other positions in this service are filled in the same manner as similar positions in other parts of the classified service.

Sec. 169. Lighthouse Service.—All clerks, stenographers and typewriters, typewriters, and other clerical employees, and messengers, watchmen, and skilled laborers will be appointed through certification from registers established in the civil-service district in which the appointments are to be made. (See sec. 35.)

Superintendents, assistant superintendents, aids, cadet engineers, and cadet officers and all other technical or professional employees will be appointed through certification from registers established by the Civil Service Commission or in other manner prescribed by the civil-service rules.

All mechanics, foremen, and master mechanics who are not excepted from examination, keepers, assistant keepers, and other competitive employees of lighthouse tenders, light vessels, and light stations not designated in the preceding paragraph are appointed by selection from the proper register of eligibles prepared by the local boards unless appointed in some other manner permissible under the civil-service rules.

Apply for information concerning examinations for this service to the inspector of the lighthouse district in which employment is desired. Numbers of districts and headquarters are as follows:

1st.....Portland, Me.	11th.....Detroit, Mich.
2d.....Boston, Mass.	12th.....Chicago, Ill.
3d.....Tompkinsville, N. Y.	13th.....Rock Island, Ill.
4th.....Philadelphia, Pa.	14th.....Cincinnati, Ohio.
5th.....Baltimore, Md.	15th.....St. Louis, Mo.
6th.....Charleston, S. C.	16th.....Ketchikan, Alaska.
7th.....Key West, Fla.	17th.....Portland, Oreg.
8th.....New Orleans, La.	18th.....San Francisco, Cal.
9th.....San Juan, P. R.	19th.....Honolulu, Hawaii.
10th.....Buffalo, N. Y.	

(See also secs. 47, 69, 70, 105, and 232.)

Sec. 170. Linotype operator.—(See Printer, sec. 202.)

Sec. 171. Local and assistant inspector of boilers, Steamboat-Inspection Service.—Age, 25 to 55 years; application form, 1087.

An applicant for the position of local inspector of boilers must have had at least five years' actual practical experience as chief engineer of ocean or inland steamers of American registry of over 100 gross tons, or as first assistant engineer of steamers of American registry of 600 gross tons or over, at least one year of which experience must have been within the five years next preceding the date of application. The experience required must have been under United States license, and the fact that he has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any vessels owned and operated by the United States, whether under license or not, or who has had three years' experience at sea as a commissioned engineer officer or as a warrant machinist in the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service.

An applicant for the position of assistant inspector of boilers must have the same qualifications as for local inspector, except that the term of service required must be three years, at least one year of which must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to question 1 of their applications.

In making certifications for the positions of local and assistant inspector of boilers in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose

legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days of eight hours each. The first and second subjects will be completed and the third subject begun on the first day. The third subject will be completed on the second day.

If the competitor is examined for both the lake and river service and the seacoast and harbor service, four hours will be allowed on the third day for the additional questions on boilers and machinery.

Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest. Competitors are permitted to select one of two subjects given, 10; ARITHMETIC, including problems in common and decimal fractions, mensuration, and square root, 10; BOILERS AND MACHINERY, comprising practical questions relating to boilers, engines, and machinery of steam vessels, and strength of boiler material, 60; TRAINING, EXPERIENCE, AND FITNESS, 20.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of boilers he must receive at least 70 per cent on the examination in boilers and machinery, and an average percentage on the entire examination of at least 70.

Form 1405, containing further information concerning the positions of local and assistant inspector of boilers, will be furnished upon application to the commission.

Sec. 172. Local and assistant inspector of hulls, Steamboat-Inspection Service.—Age, 25 to 55 years; application form, 1087.

The examinations are of the following classes: 1. For seaboard and harbor ports. 2. Lake and river ports.

In the following, the terms "seaports" and "seaboard ports" refer only to the ports of Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, Hawaii; Jacksonville, Fla.; Juneau, Alaska; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.; and the term "inland ports" refers to all other inspection ports.

An applicant for the position of local inspector of hulls for seaboard ports must have had at least five years' actual practical experience, under United States license, as master of seagoing steam vessels or of inspected seagoing motor vessels of American registry of over 100 gross tons, or as chief mate of seagoing steam vessels of American registry of over 100 gross tons, a portion of which time must have been on seagoing steam vessels or on inspected seagoing motor vessels of 500 gross tons or over, or as second mate of seagoing steam vessels of American registry of over 4,500 gross tons; for inland ports an applicant must have had at least five years' actual practical experience, under United States license, as master or first-class pilot of steam vessels or of inspected motor vessels of American registry of over 100 gross tons. At least one year of the required five years' experience must have been within the five years next preceding the date of application. The experience as master must have been on vessels required by law to carry a licensed master. The fact that the applicant has been licensed must be of record in the Department of Commerce. A person who has had the required experience on any steam vessels owned and operated by the United States, whether under license or not, or who has served at sea for three

years as a line officer of the United States Navy, will, if otherwise eligible, be admitted to the examination, provided that at the time of making application for examination he holds the license required by the Steamboat-Inspection Service. An applicant for the position of local or assistant inspector of hulls must be free from the defect of color-blindness.

An applicant for the position of assistant inspector of hulls must have the same qualifications as for local inspector, except that the required term of service is three years, at least one year of which service must have been within the five years next preceding the date of application.

Applicants may, if they so desire, take examination for districts other than for the local or supervising district of which they are legal residents, provided that they are qualified by experience and hold license for the waters of the districts for which they apply for examination.

The kinds of optional examinations desired to be taken by applicants should be indicated by them, by numbers of classes or otherwise, in answer to Question 1 of their applications.

The examinations are of the following classes:

1. For seaboard ports on inland waters of the Atlantic and Pacific coasts. The examination for this class includes sea navigation. 2. Inland ports on the inland waters of the Atlantic and Pacific coasts. Examination in sea navigation is not included. In this class are the ports of Albany, N. Y.; Burlington, Vt.; and New York, N. Y. (Inland register.) 3. Ports on the Gulf of Mexico, including New Orleans, La.; Apalachicola, Fla.; Galveston, Tex.; and Mobile, Ala. 4. Ports on the Great Lakes. 5. Ports on central western rivers.

In making certifications for the positions of local and assistant inspector of hulls in the Steamboat-Inspection Service, preference will be given to eligibles who are legal residents of the local steamboat district in which the vacancy exists, and in the absence of such eligibles certification will be made, first, of eligibles whose legal residence is within the supervising inspection district in which the vacancy exists, and, second, of eligibles, regardless of legal residence, who have passed the examination for the district in which the vacancy exists. In making certifications for the inspection ports of Juneau and St. Michael, Alaska, however, preference will be given for either port to eligibles who are legal residents of any part of Alaska. The provisions of this paragraph are subject to the condition that the eligibles in any case hold license for the waters of the local district in which the vacancy exists.

Time allowed, two days. First day, seven hours for the first four subjects; second day, one and one-half hours for lifeboats and life rafts, two and one-half hours for sea navigation (if this subject is taken), and one hour and twenty minutes for each additional sheet taken by the competitor on the subjects of hull construction and pilot rules and inland navigation. The additional sheets will be given only to competitors who are qualified to take the examination for other districts than the ones of which they are legal residents.

Examination for ports not requiring a knowledge of sea navigation.—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, comprising problems in common and decimal fractions, mensuration, and square root, 10; HULL CONSTRUCTION, comprising questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and method of joining same, 30; PILOT RULES AND INLAND NAVIGATION, comprising questions on the pilot rules of the Board of Supervising Inspectors and Inland Navigation, 20; LIFEBOATS AND LIFE RAFTS, comprising questions relating to the capacity of lifeboats and life rafts, 10; TRAINING, EXPERIENCE, AND FITNESS, 20.

Examination for ports requiring a knowledge of sea navigation.—Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, a letter of not less than 100 words on some subject of general interest (competitors are permitted to select one of two subjects given), 10; ARITHMETIC, 10; HULL CONSTRUCTION, 20; PILOT RULES AND INLAND NAVIGATION, 20; LIFEBOATS AND LIFE RAFTS, 10; SEA NAVIGATION, including practical questions relating to sea navigation, 10; TRAINING, EXPERIENCE, AND FITNESS, 20.

NOTE.—The subject of sea navigation will be required at the following-named ports only: Apalachicola, Fla.; Baltimore, Md.; Bangor, Me.; Boston, Mass.; Charleston, S. C.; Galveston, Tex.; Honolulu, T. H.; Jacksonville, Fla.; Juneau, Alaska; Mobile, Ala.; New Haven, Conn.; New London, Conn.; New Orleans, La.; New York,[1] N. Y.; Norfolk, Va.; Philadelphia, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Michael, Alaska; San Francisco, Cal.; San Juan, P. R.; Savannah, Ga.; and Seattle, Wash.

Before an applicant's name will be placed on the eligible list for appointment to the position of local or assistant inspector of hulls he must receive at least 70 per cent on the examination in hull construction, at least 70 per cent in pilot rules and inland navigation, at least 70 per cent in each of the problems in sea navigation (where examination in sea navigation is required), and an average percentage on the entire examination of at least 70.

Each competitor taking the examination for the position of inspector of hulls for seaboard ports should bring to the examination room a copy of Bowditch's Navigator, or similar work on navigation containing the necessary tables for the solution of problems in latitude and longitude. Nautical almanacs will not be needed.

Form 1405, containing further information concerning the positions of local and assistant inspector of hulls, will be furnished upon application to the commission.

Sec. 173. Magazine attendant.—This examination will be held only when eligibles are needed.

Apply for information concerning date and places of examination to the secretary of the board of examiners of the civil-service district in which employment is desired. (See sec. 35.)

Sec. 174. Manual training teacher, Indian Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 175. Mate, Coast and Geodetic Survey.—Age, 21 to 45 years; application and examination form, 1800, and three vouchers on Form 1253. No educational test is required, but experience and character as shown by the application and vouchers will be rated on a basis of 100 for perfect, giving consideration to the date, length, quality, and character of the experience shown, and especially to experience which is continuous and recent. Applications for this examination may be filed at any time.

Each applicant must submit with his application a license as master or first or second mate issued by the Steamboat-Inspection Service, or a certificate from the service, showing the character of the license which is held by the applicant, and should give in his application the names and tonnages of vessels upon which he has been employed. It is desired that vouchers be furnished from employers or superior officers under whom the applicant has worked. An eligible who is selected for appointment will, upon reporting for duty, be given a physical examination by the medical officer of the ship to which assigned or by a medical officer of the Public Health Service, and if found physically disqualified will be rejected.

[1] At the port of New York some of the positions do not require a knowledge of sea navigation, and for these there are necessary only the requirements for inland port positions; at this port, therefore, the subject of sea navigation in the examination will be optional, but all applicants who can qualify for seaport positions are advised to take this subject, as their prospects of appointment are thereby increased.

Sec. 176. Matron, Indian Service.—Only applicants in perfect physical health, as shown by the medical certificate, will be permitted to enter this examination. From the list of eligibles resulting from this examination appointments will also be made to the positions of seamstress and housekeeper. Age, 24 to 45 years, but does not apply to Indians, or to the wife of a superintendent of an Indian school who applies for examination for the position of matron, seamstress, or housekeeper in the same school; application and examination form, 1800, including the medical certificate; time allowed, seven and one-half hours. Subjects of examination and relative weights of subjects on a scale of 100: PENMANSHIP, 5; SPELLING AND COPYING, about seven lines of ordinary prose containing 20 or more misspelled words, 5; DOMESTIC ECONOMY, comprising practical, economical housekeeping and the training of pupils in domestic science and good morals, 25; NURSERY MANAGEMENT AND DOMESTIC HYGIENE, involving a knowledge of the principles of domestic hygiene, the diseases of children and their treatment by the nurse, the ventilation and disinfection of the sick room, what to do until the doctor comes in emergency cases, and the general duties of a nurse, 25; CUTTING, FITTING, AND SEWING, involving a knowledge of the principles of cutting, fitting, and sewing by both hand and machine, 15; KEEPING ACCOUNTS, a memorandum of domestic supplies received and issued is given and the competitor required to make the proper entries to account for same, 10; TRAINING, EXPERIENCE, AND FITNESS, 15.

(For information concerning the Indian Service, see sec. 32.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 177. Meat inspector, Bureau of Animal Industry, Department of Agriculture.—This examination will be held only when eligibles are needed. (See sec. 43; also Veterinarian, sec. 254.)

Sec. 178. Mechanical and electrical engineer.—This examination will be held only when eligibles are needed. (See sec. 43; also Junior engineer, mechanical or electrical, sec. 158.)

Sec. 179. Mere unskilled laborer.—This position is unclassified and is filled by registration after physical examination. The wages paid to laborers vary from $240 to $660 per annum, and the duties for males are those of a common laborer or workman, and for females those of a charwoman or its equivalent. Examinations for positions of this character in the District of Columbia are held annually. Issuance of applications to those applying in person will begin on the morning of May 1 and will be suspended as soon as a sufficient number of blanks have been distributed to meet the needs of the service. No blanks will be distributed by mail to applicants. Applications can be filed from May 1 to 7, inclusive, and no application will be accepted unless properly executed on the current blank and filed with the board at Washington prior to the hour of closing the office on the last business day of the stated period. For information in regard to this position outside of the District of Columbia, address the secretary of the civil-service district at the headquarters of the district in which employment is sought. (See sec. 35.)

Sec. 180. Messenger, Departmental Service. (See Subclerical examination, sec. 230.)

Sec. 181. Messenger boy, Departmental Service.—Age, 16 to 18 years; application form, 304; time allowed, three hours. For positions in the departments at Washington this examination is held *only at Washington.* The salary of the position is so small that it is not advisable to have applicants who reside at a distance from Washington apply for the examination. Messenger boys appointed since September 18, 1909, can not be promoted to another grade.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside of the District of Columbia the examination will be held in the city or vicinity in which a vacancy exists.

The examination will be held only when eligibles are needed.

Sec. 182. Mint and Assay Service.—Mint or assay offices are located in the following-named cities:

Mints.—Denver, Colo.; New Orleans, La.; Philadelphia, Pa.; and San Francisco, Cal.

Assay offices.—Boise, Idaho; Carson, Nev.; Deadwood, S. Dak.; Helena, Mont.; New York, N. Y.; St. Louis, Mo.; Salt Lake City, Utah; San Francisco, Cal.; and Seattle, Wash.

No application for appointment to or employment in any mint or assay office will be accepted from any person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry will be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

Classified positions in the Mint and Assay Service are arranged in the following schedules:

Schedule A, positions excepted from examination by the civil-service rules.—Appointments to these positions may be made by the Secretary of the Treasury without examination upon nomination by the head of the establishment: One private secretary or confidential clerk to the superintendent, and one cashier in each mint and one in the assay office at New York.

Schedule B, technical positions.—Appointments to the following positions will be made from registers of eligibles established through appropriate examinations: Assistant assayer, assayer's assistant, assistant coiner, assistant melter and refiner, assistant engraver, curator, chief electrician, chemist, dynamo tender, engineer, assistant engineer, foreman of laboratory, superintendent of refinery, foreman of refinery, weigher in assay department, foreman and assistant foreman not in Schedule D.

Schedule C, clerical positions—Subdivision 1: Appointments to these positions will be made from eligibles without regard to experience, from first-grade registers: Clerk, register of deposits, custodian of vaults. *Subdivision 2:* Appointments to these positions will be made from among eligibles who have had appropriate experience: Cashiers in assay offices other than that of New York City, assistant cashier, bookkeeper, all clerical positions requiring qualifications not tested by the ordinary clerk examination, chief clerk.

Schedule D, mechanical trades and other skilled positions.—For all positions under this schedule evidence will be required of the physical fitness of applicants to fill the positions for which they are examined. *Subdivision 1:* Appointments to these positions will be made after a registration test based upon experience and previous employment: Annealer, blacksmith, carpenter, cutter, diemaker, electrician, fireman, foreman and assistant foreman not in schedule B, lead burner, machinist, melter, painter, plumber, prover, roller, scale repairer, sewing woman, skilled workman. *Subdivision 2:* Appointments to these positions will be made after an examination consisting of a simple educational test and a rating based upon previous employment: Captain of the watch, coin counter, doorkeeper, elevator conductor, guide, helper, janitor, janitress, messenger, selecter, superintendent of building, telephone operator, watchman.

Schedule E, technical assistants.—Appointments to these positions will be made after competitive examination in either electrical engineering, mechanical engineering, chemistry and metallurgy, or chemistry and assaying, to which examination only graduates from technical schools of recognized standing who are over 20 and under 25 years of age will be admitted.

The relative standing of applicants for positions embraced in Groups 2 and 3 will be determined by an examination comprising the elements of physical ability and training, experience, and fitness. The ratings given to these elements will be based upon the applicant's statements in his application and upon corroborative evidence. The relative standing of competitors in open competitive examinations for positions embraced in Groups 4 and 5 (*a*) will be determined in the same manner.

Applicants for original appointment to positions in Groups 1, 2, and 3 will be rated quarterly, and oftener when necessary to meet special needs.

The age limits for employment in positions embraced in Groups 1, 2, and 3 are as follows: *Group 1*—Boys, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 2*—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, between 21 and 28 years; apprentices, between 15 and 18 years, and boys, rivet heaters, between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated, otherwise to conform with said laws; all others, 17 years or over. *Group 3*—Riveters, 18 years or over; ordnance men, 23 years or over; all others, 20 years or over.

With a few exceptions clerks at navy yards and naval stations are paid a per diem compensation for working days and national holidays, but not for Sundays, i. e., on a basis of 313 days in a year. Upon the completion, satisfactorily, of the usual probationary term a per diem clerk is given an absolute appointment and his employment continues for an indefinite period. The entrance rate of pay for clerks varies in accordance with the character of the work, but the following table indicates approximately the rates allowed at entrance for routine clerical work, bookkeeping, typewriting, and stenography:

	Per diem.	Per annum.
Routine work	$2.00 to $2.48	$626.00 to $776.24
Bookkeeping	2.48 to 3.04	776.24 to 951.52
Typewriting	2.48 to 2.80	776.24 to 876.40
Stenography	3.04 to 3.76	951.52 to 1,176.88

Vacancies for clerks at navy yards where the compensation is in excess of $3.04 per diem are usually filled by promotion. In accordance with law per diem employees at navy yards are granted 15 days' leave with pay each year, and, in the discretion of the Secretary of the Navy, said leave may be extended not to exceed 15 days in any one year in exceptional and meritorious cases where such employee is ill. During the first year of employment, however, the 15 days' leave with pay is granted at the rate of 1¼ days per month, as earned.

Sec. 189. Observer, Weather Bureau.—(See Assistant observer, sec. 59.)

Sec. 190. Ordnance Department at large.—Positions in the Ordnance Department at large are arranged in two classes, namely, those requiring an educational examination and those filled through noneducational examination.

The positions requiring educational examination are: Chemist; chemist, assistant; draftsman, skilled; draftsman, mechanical; draftsman, assistant; draftsman, apprentice; engineer, constructing; engineer, testing machine; photographer; clerk (qualifications, telegraph operator, typewriter, stenographer, translator); timekeeper; skilled office laborer (minor clerical qualifications); guard, messenger, and watchman.

The noneducational or trades positions requiring no educational tests are: Master carpenter; master harness maker; master machinist; master mechanic; master painter; master plumber; superintendent of bridges; magazine keeper; storehouse keeper; storehouse keeper, assistant; steamboat captain.

Foreman: armament, annealer, melter, packer, tinsmith. Assistant to inspector of ordnance. Inspector: chief, assistant, of barrels, of forgings, of small parts. Assistant foreman: Box maker, cartridge maker, fuse maker, melter, packing-box maker, packer and shipper, shrapnel maker. Assistant in experimental firing.

Annealer; assembler; barrel driller; barrel heater; barrel reamer; barrel rifler; barrel roller; barrel straightener; barrel turner; blacksmith; bluer; boiler maker; box maker and sawyer; brass molder; brazier; bricklayer; browner; burnisher; carpenter; casehardener; core maker; corrector of components; crane man; cutter; die-sinker; drop forger; dynamo tender; electrician; engineer; engineer, marine; engineer, locomotive; farrier; file cutter; filer; fireman; gauge maker; grinder; hair spinner; hammersman; harness maker; instrument maker; jeweler; lathe operator; lineman; machinist; machinist, resident; machinist, armament; mason; mechanic; melter; miller; millwright; molder; packer; pad maker; painter; pattern maker; pipe fitter; plater; plumber; polisher; printer; profiler; punch-press operator; rigger; saddler; screw maker; screw maker, hand; screw maker, automatic; sewing-machine operator; shaver; skilled laborer; slater; stocker; stonecutter tapper; temperer; tinsmith; tool grinder; tool maker; tool keeper; tool smith; weigher; wheel tender; wire man; woodworker, machine.

Assistant engineer; assistant machinist; assistant millwright; assistant molder; chipper; skilled laborer handling high explosives; laboratory assistant; steam-hammer driver.

Draw operator; draw tender; janitor; deck hand; helpers—blacksmiths', brass workers', carpenters', crane track, electricians', furnace, machinists', molders', polishers', printers', sewing-machine operators', steam fitters'; machine attendant; oiler; oil-furnace tender; shop tender; switchman; vitrioler.

Charwoman; laborer; stableman; sweeper; teamster.

Apply for information concerning employment to the board of examiners at the ordnance establishment in which employment is desired or to the secretary of the civil-service board at the headquarters of the district in which the ordnance establishment is located. (See sec. 35.)

Boards for this service are located at the following places:

Augusta, Ga.	Philadelphia, Pa.	San Antonio, Tex.
Benicia, Cal.	Manila, P. I.	Springfield, Mass.
Dover, N. J.	New York, N. Y.	Watertown, Mass.
Fort Hancock, N. J.	Rock Island, Ill.	Watervliet, N. Y.

Sec. 190a. Parcel post.—Examinations are not held especially for the parcel post, parcel mail being handled by the regular postal employees in the same manner that other mail matter is handled. For information concerning examinations for the Post-Office Service apply to the civil-service district secretary in charge of the district in which employment is desired. (See sec. 35.)

Sec. 191. Pharmacist, third class, Public Health Service.—Age, 21 to 30 years; application form, 1312; time allowed, two days of seven hours each. The first five subjects will be given on the first day and the remaining subjects on the second day. The medical certificate on the application form must be executed by a medical officer of the Public Health Service. When this requirement would work a hardship upon an applicant because of his distance from such officer, he may have the certificate executed by any physician; in which event, however, he will be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants must show in their applications that they are graduates in pharmacy. Appointees may be required to move from place to place, as pharmacists are subject to change of station from time to time. Unmarried men or men with small families are preferred. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 5; ARITHMETIC, 5; PENMANSHIP, 5; LETTER WRITING, 5 (all second grade, see sec. 40); ELEMENTS OF BOOKKEEPING AND ACCOUNTS, 5; CHEMISTRY, comprising the general principles of chemistry, a consideration of the preparation and constitution of the principal inorganic salts and carbon compounds, 20; PHARMACY, comprising the theory and practice of pharmacy, and the preparations of the United States Pharmacopœia, 40; MATERIA MEDICA, comprising the origin and preparation and

general properties of drugs, physical and chemical, and the physiologic action, therapeutics, and dose, 15.

Sec. 192. Photographer.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 193. Physician.—Men only will be admitted to this examination. From this examination appointments will be made to the positions of physician in the Indian Service, physician in the Isthmian Canal Service, physician (formerly district health officer) in the Philippine Service, acting assistant surgeon in the Public Health Service, surgeon and assistant surgeon in the Coast and Geodetic Survey, and positions requiring similar qualifications in other branches of the service. Age 21 years or over, but eligibles who were more than 40 years of age on the day of the examnation will not be certified except for filling vacancies in the position of acting assistant surgeon in the Public Health Service. *An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for any other service. An applicant who desires to become eligible for appointment in one or more of the other services need file but one application for all the services (including the Indian Service, Public Health Service, the Coast and Geodetic Survey, and the Isthmian Canal Service). As a result of this examination a person may be eligible at the same time for appointment in the Isthmian Canal Service and the departmental services.* Unmarried men are preferred by the Isthmian Canal Commission.

Application forms, 2 for the Philippine Service and 1312, including medical certificate, for other services. For positions in the Philippine Service the medical certificate on Form 2 must be executed by some medical officer in the service of the United States. (See sec. 34.) For positions in the Public Health Service and in the Coast and Geodetic Survey the medical certificate on Form 1312 must be executed by an officer of the Public Health Service, except that when this requirement would work a hardship upon an applicant because of his distance from such officer he may have the certificate executed by any physician. In this event, however, he may be required to pass a physical examination before an officer of the Public Health Service before appointment. Applicants need not have the county officer's certificate executed.

Applicants must be graduates of recognized medical schools. Students who are members of the graduating class of any recognized medical school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the college showing that they have been graduated. Additional credit will be given to competitors for physician positions in the tropics who have had special training in tropical medicine. Only persons who have had at least two years' experience in the practice of their profession since graduation will be eligible for appointment to the position of acting assistant surgeon in the Public Health Service.

Wherever practicable, appointments as acting assistant surgeon in the Public Health Service are made of eligibles residing at the place where the vacancy exists.

The number of surgeons and assistant surgeons in the Coast and Geodetic Survey actually employed and under pay at any time is nine. Four of these are employed in Alaska and on the Pacific coast, four in the Philippines, and one on the Atlantic coast and in Porto Rico. Officers serving in the Philippines receive 20 per cent additional pay and are usually relieved at the end of three years. All surgeons and assistant surgeons are attached to vessels; and while their first duty is to conserve the health of the crew, it is expected that they will take part in the work of the survey. Appointments will be confined to those who indicate in the personal ques-

tion sheet of the examination willingness to accept service in any of the regions named.

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, the subject matter to be upon an assigned topic of medical or surgical interest, 5; ANATOMY AND PHYSIOLOGY, regional and minute anatomy, general physiology, the physiologic functions and relations of organs, 10; SURGERY AND SURGICAL PATHOLOGY, general and special surgery, surgical diagnosis, pathology, treatment, and technic, 15; CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS, elementary questions in inorganic and organic chemistry, the physiologic action and therapeutic uses and doses of drugs, 10; BACTERIOLOGY AND HYGIENE, the technic of bacteriologic laboratory methods, and the practical application of the principles of bacteriology and hygiene to prophylaxis and treatment, 15; GENERAL PATHOLOGY AND THEORY AND PRACTICE OF MEDICINE, the etiology, pathology, symptomatology, and treatment of diseases, 20; OBSTETRICS AND GYNECOLOGY, the general practice of obstetrics, diseases of women, their etiology, pathology, diagnosis, symptoms, and treatment, medical and surgical, 10; TRAINING, EXPERIENCE, AND FITNESS, rated on the statement submitted by the applicant in his application, and corroborative evidence, 15.

Entrance salaries in the Indian Service range from $900 to $1,100 per annum; in the Isthmian Canal Service, $1,800 per annum; in the Philippine Service, from $1,600 to $1,800 per annum, with certain allowances for travel in the case of district health inspectors, and in some hospital positions other allowances, depending upon the nature of the work. In the Public Health Service the salaries range from $480 to $1,800 per annum; in the Coast and Geodetic Survey the entrance salary is $1,200, and those serving in the Philippines under the Coast and Geodetic Survey receive 20 per cent additional.

(For further information concerning the Indian Service see sec. 32; Isthmian Canal Service, sec. 33; Philippine Service, sec. 34.)

Sec. 194. Plate printer, Bureau of Engraving and Printing.—Age, 20 years or over; application and examination form, 1080. Applicants will be required to show that they have served an apprenticeship of at least four years. Those who began their apprenticeship since April 1, 1906, will be required to show that at least three years of it was served during minority under the instruction of a competent plate printer, whose name and position must be indicated in the application blank, and that no part of this period was served under 16 years of age. The above restrictions will not operate as against those apprentices who began their apprenticeship after April 1, 1906, in the Bureau of Engraving and Printing. The kind of experience and the character of the plate printing done by the applicant are considered in determining the ratings on the subject of experience, the highest ratings being given for work of the same character as the plate-printing work required in the Bureau of Engraving and Printing. No educational test is required. (For further information see sec. 42.)

Sec. 195. Postal clerk, Isthmian Canal Service.—Unmarried men only will be admitted to this examination. Age, 20 to 45 years; application form, 1312, including medical certificate; time allowed, six hours. The county officer's certificate in the application form need not be executed. Applicants must have had at least two years' experience as clerk (not as carrier) in United States post offices and be experienced in all branches of post-office work. They must be familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, registration of mail, and the preparation of the various reports required of postmasters. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; PENMANSHIP, 10; REPORT WRITING, 20; COPYING AND CORRECTING MANUSCRIPT, 10 (all first grade, see sec. 39); GEOGRAPHY OF THE UNITED STATES (second grade, see sec. 40), 10; READING ADDRESSES, test in noting with pen or

pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, 10; TRAINING, EXPERIENCE, AND FITNESS, 20. (For further requirements see sec. 33.)

Sec. 196. Postal Savings System.—The duties in connection with these depositories in classified post offices are performed by the clerks in such post offices, and applicants desiring such positions should enter the regular post-office examination. (See sec. 199.)

Sec. 197. Postmaster, fourth class.—All positions of postmaster of the fourth class, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa, are in the competitive classified service. Appointment to offices having an annual compensation of as much as $180 is made as a result of appropriate open competitive examination in accordance with the civil-service law and rules: *Provided*, that in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than $180. Examinations are held only when eligibles are needed to fill existing or contemplated vacancies, and are duly announced. Applications are not received until such announcement is made. Appointment to offices having an annual compensation of less than $180 is made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General directs a post-office inspector to visit the locality and make selection and recommendation for appointment from among the persons filing applications, such selection and recommendation to be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The recommendation of the post-office inspector is approved or disapproved by the Post Office Department, and the department reports its action to the Civil Service Commission. A copy of the regulations governing the appointment of fourth-class postmasters may be obtained from the commission upon request.

Sec. 198. Post-office inspector, Post Office Department.—This examination will be given only upon the request of the Postmaster General to test the fitness of employees serving in or under the Post Office Department or in the office of the Auditor for the Post Office Department for promotion or transfer to this grade. Application should be made to the Postmaster General, Washington, D. C.

Sec. 199. Post-Office Service.—The position of city letter carrier and the positions of assistant postmaster and clerk in first and second class post offices are classified. A board of examiners is organized at each classified post office for the purpose of furnishing information in regard to and holding of examinations. For information relative to appointment to positions in third-class post offices application should be made to the Postmaster General, Washington, D. C. Apply for information concerning examinations for positions in first and second class post offices to the board of examiners at the post office in which employment is desired. (See secs. 35 and 195; also Fourth-class postmaster, sec. 197.)

Sec. 200. Press feeder (cylinder or platen), Government Printing Service.—Age, male, 21 years or over; female, 18 years or over; application forms, 304 and 1145; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 16; ARITHMETIC, 16; LETTER WRITING, 16; PENMANSHIP, 16; COPYING FROM PLAIN COPY, 16 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, 20. Experience is rated on the statements and vouchers furnished on Form 1145 as follows: For three months' experience, 50; six months, 60; nine months, 65; one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. In order to secure these ratings the experience claimed must be continuous and recent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show

that the applicant has had either (1) at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press or sheets not less than 14 by 17 inches in size on a platen press, or (2) at least three months' experience in packing and banding cards of approximately 3¼ by 5½ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those with experience in feeding presses and of those with experience in packing and banding cards.

Sec. 201. Pressman (men only), Government Printing Service.—Age, 21 years or over; application forms, 1800 and 1746. The medical certificate and county officer's certificate in Form 1800 need not be executed. Time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 10; LETTER WRITING, 10; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 10 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS rated on Form 1800, and corroborative evidence, 50. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

Sec. 202. Printer, Government Printing Service.—Age, 20 years or over; application forms, 1800 and 1745. The medical certificate and county officer's certificate in form 1800 need not be executed. Time allowed, five and one-half hours for the basis subjects, and three hours on the following day for each optional subject taken. Applicants must show in their applications that they have served at least five years in the trade of compositor, three years of which must have been served as apprentice and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years. Basis subjects of examination and relative weights of subjects on a scale of 100: SPELLING (first grade, see sec. 39), 3; ARITHMETIC (third grade, see sec. 41), 3; LETTER WRITING (third grade, see sec. 41), 3; PENMANSHIP, 3; COPYING FROM ROUGH DRAFT, 15; ABBREVIATIONS, 5; CORRECTING PROOF, embracing the interpretation of proof-readers' marks, 10; TABULATING, arrangement of matter in tabular form and indication of the cast, 8; JOB COMPOSITION, MAKING-UP, IMPOSING, BANK WORK, EDITING AND PROOF READING, JACKET WRITING, ESTIMATING, AND COMPUTING, 25; TRAINING AND EXPERIENCE AS BOOK AND NEWSPAPER COMPOSITOR, AND FITNESS, 25. The last two subjects are rated on Forms 1800 and 1745, and corroborative evidence

No competitor will be eligible who fails to attain an average percentage of at least 70 on the basis subjects, and if optional subjects are taken a rating of 70 or more on each optional selected is necessary before that subject will be credited.

Each competitor may take any one or more of the optional subjects mentioned below. The competitor must state, at the head of his application, the optional subjects in which he desires examination.

(1) MECHANISM AND OPERATION OF LINOTYPE (practical questions), (2) MECHANISM AND OPERATION OF MONOTYPE (practical questions), (3) ARRANGEMENT OF WORK FOR JOB PRINTING.

The maximum rating attainable on each of the optional subjects is 100. No credit will be given for an optional in which the rating received is less than 70.

Certifications for appointment will be made (1) of eligibles having the highest ratings on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examination alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

Persons whose names are now on the eligible register as a result of passing the basis part of the examination may file a new application and enter the examination; or they may have their eligibility continued by filing, previous to the date of the examination, an application on Form 1800, excluding the county officer's certificate and the medical certificate. In the latter case their names will be placed upon a list to be resorted to only for temporary appointment as hand compositors, and then only when the printer register may be exhausted for that purpose.

Persons who desire their eligibility continued in the optional subjects must file an application and enter the examination.

Sec. 203. Printer, Philippine Service.—Men only will be admitted to this examination. Age, 18 to 40 years; application form, 2, including the medical certificate. Time allowed, two days of seven hours each. The first two subjects will be given on the first day and the third subject on the second day. Subjects of examination and relative weights of subjects on a scale of 100: PROOF READING, a practical test in reading and marking galley proof of straight and tabular matter requiring corrections of typographical errors, abbreviations, type, and style, 20; COPY EDITING, a practical test in the preparation of several sheets of manuscript, indicating title page, new odd or even pages, type of text and headings, cast, all indentions, etc., so that it could be followed literally by the printer, 35; TRADE QUESTIONS on job and book composition, making up, imposing, bank work, work-order writing (writing instructions for processing work), estimating and computing, also questions as to the competitor's experience in the various specialties of the trade, and knowledge of the auxiliary trades of pressman, bookbinder, electrotyper, and photo-engraver, 25; TRAINING, EXPERIENCE, AND FITNESS, 20.

The position of printer is in the Bureau of Printing, Manila, P. I. Entrance salary, $2,000 per annum; advance within six months to $2,250; and promotion to $2,500 as vacancies occur, when efficiency is demonstrated.

The corps of printers in the Philippine Bureau of Printing is limited, and men must be secured with the widest range of knowledge in the trade. Their assignments range from elementary work to the editing of scientific and technical manuscript. They are designated "Craftsmen Instructors" and must possess ability to instruct Filipinos in all the specialties of the trade, and, besides, must have executive ability in order that advancement to executive positions can be made as vacancies occur.

In answer to question 19 relating to experience in the application form the following additional facts must be furnished, following "(*e*)" in the application form:

(*f*) Applicants must show that they have served at least five years at the trade, three years of which must have been served as apprentice and at least one year as journeyman.

(*g*) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time served with each as an apprentice.

(*h*) Give the names and locations of the establishments, the class of work they produce, the number of men they employ, and the length of time employed by each as a journeyman, and specify every branch or kind of work on which employed, giving the length of time employed on each kind of work.

The Bureau of Printing employs Filipinos as workmen, and the duties of the Americans employed in the bureau are mainly of a supervisory character; that is, to direct the work and see that it is properly done, and to see that the machinery is kept in good order. Applicants should therefore possess the requisites of instructors and have the disposition to impart their knowledge to the native help. Promotions to vacancies are based upon the ratings attained by employees in ability and efficiency.

(For further requirements, see sec. 34.)

Sec. 204. Printer's assistant, Bureau of Engraving and Printing.—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointment to this position should apply for that examination. (See sec. 216.)

Sec. 205. Proof reader.—The position of proof reader in the Government Printing Office is filled by the promotion of printers, and hence no examination for it will be given by the commission.

Sec. 206. Public Health Service.—The employees of the Public Health Service are distributed throughout the United States, but most of them are employed at the marine hospitals, quarantine stations, or offices located at the following-named places:

Baltimore, Md.	Lewes, Del.	Portland, Me.
Boston, Mass.	Los Angeles, Cal.	Portland, Oreg.
Brunswick, Ga.	Louisville, Ky.	Port Townsend, Wash.
Buffalo, N. Y.	Manila, P. I.	Quarantine, La.
Cairo, Ill.	Mayport, Fla.	St. Louis, Mo.
Carrabelle, Fla.	Memphis, Tenn.	San Diego, Cal.
Cedar Keys, Fla.	Miami, Fla.	San Francisco, Cal.
Charleston, S. C.	Milwaukee, Wis.	San Juan, P. R.
Chicago, Ill.	Mobile, Ala.	Savannah, Ga.
Cleveland, Ohio.	New Orleans, La.	Seattle, Wash.
Detroit, Mich.	Norfolk, Va.	South Boca Grande, Fla.
Evansville, Ind.	Pensacola, Fla.	Southport, N. C.
Fernandina, Fla.	Perth Amboy, N. J.	Stapleton, N. Y.
Galveston, Tex.	Philadelphia, Pa.	Vineyard Haven, Mass.
Honolulu, Hawaii.	Pittsburgh, Pa.	Washington, D. C.
Key West, Fla.	Ponce, P. R.	Wilmington, N. C.

All employees at marine hospitals and quarantine stations must be of the male sex and preferably unmarried, as no quarters are furnished for families. At Southern quarantine stations preference will be given to applicants who are shown to be immune to yellow fever.

Appointments or employments in any one of the minor positions (such as quarantine attendant, nurse, master, deck hand, pilot, seaman, cook, cabin boy, ship keeper, boatman, engineer for quarantine duty, engineer in marine hospitals, etc.) are made as a result of registration at the marine hospital or station at which employment is sought, and the proper application form (No. 1370) can be obtained from the officer in charge. Upon its execution the applicant must appear before the medical officer for physical examination and must be passed by that officer in order to become eligible.

There is no educational test for these minor positions, and the applicant is rated upon the basis of the information furnished in the application filed by him.

The position of assistant surgeon in this service is filled by appointment by the President with the advice and consent of the Senate. Persons desiring appointment to this position should communicate with the Surgeon General, Public Health Service, Washington, D. C.

The positions of acting assistant surgeon, pharmacist (third class), clerk, stenographer and typewriter, and professional positions in this service will be filled from appropriate registers or from specially announced examinations. (See secs. 191 and 193.)

Sec. 207. Quartermaster Corps.—The branch of the service formerly known as the Quartermaster's Department at large is now embraced in the Quartermaster Corps. The Army appropriation act, approved August 24, 1912, provides that positions in the Quartermaster Corps which formerly were filled as a result of open competitive

examinations held by the Civil Service Commission may be filled through such examination or by enlistment. The department states that at least for the present the positions named below will be filled through examinations.

Educational examinations will be given for the following: Chemist; civil engineer; clerk (qualified in passenger and freight accounts); clothing examiner; draftsman; engineer (stationary); inspector of clothing; inspector of construction; inspector of meat; inspector of shoes; inspector of supplies; messenger; stenographer; superintendent of construction; veterinarian; watchman.

Noneducational examinations will be given for the following: Engineer (stationary); forester; gardener; janitor; packer (at depots); rodman; warehouseman; wheelwright; positions in the harbor boat service.

The above-named positions will be filled as far as practicable from the regular eligible registers of the commission. In the absence of eligibles specially announced examinations will be held.

The age limits for mechanical trades and other noneducational positions in this service are: Males, 20 to 50 years; females, 18 to 50 years.

The positions of assistant stationary steam engineer and stationary steam engineer are noneducational, provided that the salary paid is not in excess of $900; for positions paying more than $900 educational tests will be required.

Application forms for noneducational examinations and for the watchman, messenger, and stenographer examinations may be secured from, and should be filed with, the district secretary having jurisdiction of the territory in which the depot or office in which employment sought is located. Applications for positions in the Quartermaster Corps in Colorado and New Mexico are to be filed with the secretary of the Seventh Civil-Service District. (See secs. 35 and 42.)

The noneducational positions mentioned as existing in the Quartermaster Corps do not exist in all of the districts, and applications are accepted by the district secretaries only for such positions as exist in their respective districts.

For information relating to positions filled by enlistment, application should be made to the Secretary of War, Washington, D. C.

Sec. 208. Railway mail clerk.—Age, 18 to 35 years; application form, 304; medical certificate on application form must be executed; county officer's certificate is not required; entrance salary, $900 per annum. Applicants must be at least 5 feet 5 inches in height, exclusive of boots or shoes, must weigh not less than 130 pounds in ordinary clothing without hat or overcoat, and must have no physical defects. The use of eyeglasses will not necessarily render a person ineligible for examination. Any attempt to deceive in regard to height, weight, or age will be deemed sufficient cause for barring an applicant from future examinations. Eligibles selected for appointment may be required to take an additional physical examination at their own expense before entering upon duty. The general superintendent of the Railway Mail Service has advised the commission that persons reporting for duty will be required to be vaccinated or to show that they have been successfully vaccinated. Women are not admitted to this examination. Persons who desire appointment to the position of mail weigher in the Railway Mail Service should apply for and take the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the Railway Mail or Post-Office Service, and application should be made to the Postmaster General, Washington, D. C.

Residents of the following States will be required to be examined in first-grade subjects, for which five hours are allowed: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, and Wisconsin.

Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 25; PENMANSHIP, 15; REPORT WRITING, 25; COPYING AND CORRECTING MANUSCRIPT, 15; GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES, 10 (all first grade, see sec. 39).

Residents of the remaining States will be required to be examined in second-grade subjects, for which four and one-half hours are allowed: Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 15; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 20; COPYING FROM PLAIN COPY, 15; UNITED STATES GEOGRAPHY, 10 (all second grade, see sec. 40).

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 209. Railway Securities Commission.—The positions under this commission are in the competitive classified service and appointments thereto are made under the civil-service rules.

Sec. 210. Reclamation Service.—All positions in this service are classified and subject to examination except those hereafter mentioned under the heading "Unskilled labor."

All classified positions may be considered under two headings: First, those requiring an educational test; and, second, those requiring no educational test, and known as trades positions.

Educational examinations.—The principal positions requiring an educational test are: Junior engineers, assistant engineers, engineers, draftsmen and computers, bookkeepers, clerks, field clerks, stenographers, copyists, typewriters, skilled laborers, watchmen; specialists or experts in various lines, for which special examinations are held from time to time, such as chemists, electrical engineers, law clerks, physicians, etc.

Positions requiring educational tests, if not filled by transfer, promotion, or reinstatement, will be filled by certification from eligible registers of the commission. Whenever necessary, specially announced examinations will be held to meet the needs of the service. (See sec. 43.)

Application should be made to the U. S. Civil Service Commission, Washington, D. C., or the district secretary (see sec. 35), for all information concerning educational examinations. (See secs. 55, 136, 154, and 159.)

Certification may be made from the eligibles of the district in which the service is to be rendered.

Noneducational examinations.—Positions requiring no educational tests are as follows: Superintendents of construction, irrigation, or grading; corral bosses, etc. Inspectors, including inspectors of earthwork, masonry, concrete, etc. Foremen, including master laborers, master workmen, master carpenters. Survey men, who may perform the duties of transitmen, levelmen, rodmen, chainmen, etc. Recorders and receivers of material, including property or store clerks, timekeepers, toolkeepers, stewards, and storekeepers. All employees performing special duties, as cement testers, concrete finishers, cranesmen, dam and headgate tenders, deputy inspectors, dredge engineers, ditch riders, electrical assistants, stationary engineers, steam-shovel engineers, gate tenders, helpers, janitors, line riders, powder men, riggers, stewards, trackmen, truckmen, etc.

Application should be made to the local board of examiners at any one of the following-named places for the noneducational examinations mentioned above. Local boards of examiners have been constituted by the commission at the following points:

Boise, Idaho.	Klamath Falls, Oreg.	Powell, Wyc.
Browning, Mont.	Malta, Mont.	Provo, Utah.
Easton, Wash.	Mitchell, Nebr.	Rupert, Idaho.
El Paso, Tex.	Montrose, Colo.	St. Ignatius, Mont.
Fallon, Nev.	Naches, Wash.	Savage, Mont.
Fort Shaw, Mont.	Newell, S. Dak.	Sunnyside, Wash.
Grand Junction, Colo.	Okanogan, Wash.	Williston, N. Dak.
Great Falls, Mont.	Orland, Cal.	Yuma, Ariz.
Hermiston, Oreg.	Phoenix, Ariz.	
Huntley, Mont.	Poplar, Mont.	

The boards of examiners should be addressed as follows:

Board of Civil-Service Examiners, U. S. Reclamation Service,

.....(adding post-office address of particular board).

Unskilled labor.—All unskilled laborers are considered to be in the unclassified service, their status being fixed by the fact that they are merely employed as laborers or workmen and their occupation is of the most temporary character. With these are grouped the following: Apprentices in mechanical trades, axmen, bakers, boatmen, cooks, cooks' helpers, derrickmen, drillmen, drivers, hostlers, teamsters, and waiters.

Sec. 211. Rural delivery carrier.—Age, 18 to 55 years, the maximum limit being waived in case of honorably discharged United States soldiers or sailors. A copy of the regulations may be obtained from the commission at Washington upon request, or from the district secretary. (See sec. 35.)

Sec. 212. Safety-appliance inspector, Interstate Commerce Commission.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 213. Scientific assistant, Department of Agriculture.—Age, 20 years or over; application form, 1312. Time allowed: Four hours for subjects 1 and 2 combined, three and one-half hours for the practical questions in each optional (scientific) subject taken, and one hour for each language taken. Subjects 1 and 2 will be given on the first day. The particular time at which any optional (scientific) subject may be taken can not be determined in advance, but generally one of these optional subjects will be given the competitor on the first day and two on each succeeding day.

Subjects and weights of the scientific assistant examination with relative weights of subjects on a scale of 100: ARITHMETIC (first grade, see sec. 39), 10; REPORT WRITING, 10; PRACTICAL QUESTIONS ON EACH OPTIONAL (SCIENTIFIC) SUBJECT CHOSEN, 30; THESIS (to be delivered to the examiner on the first day of the examination), 15; EDUCATION, TRAINING, EXPERIENCE, AND FITNESS in each optional (scientific) subject chosen, 35.

Subject 3 will consist of practical questions relating to the optional (scientific) subject or subjects in which the applicant desires to be examined. Three and one-half hours will be allowed for each subject. It may, therefore, be possible for a competitor to be examined in two of the scientific subjects on the second day. However, the exact order in which these various subjects will be given can only be determined at the time of the examination and can not therefore be furnished in advance. The general nature of the work covered by these questions in each scientific subject is indicated below.

Examination will be given in the following-named optional (scientific) subjects, and applicants must specify in their applications, in answer to Question 1 of Form 1312, all of the optional subjects in which they wish to be examined:

1. Agronomy.
2. Dairying.
3. Entomology.
4. Farm Economics.
5. Farm Equipment.
6. Forage Crops.
7. General Farm Management.
8. Horticulture.
9. Library Science.
10. Nutrition and Calorimetry.
11. Plant Breeding.
12. Plant Pathology.
13. Pomology.
14. Seed Testing.
15. Soil Bacteriology.
16. Soil Chemistry.
17. Soil Surveying.

Animal Husbandry.—The subject of animal husbandry is not included in the regular scientific assistant examination here described, but a special form of examination, which does not require competitors to appear at any place for examination, is given for the position of animal husbandman. Those who desire to take this examination are referred to section 48 of this Manual.

Agronomy.—This subject includes general questions on field crops with reference to their classification, adaptation, distribution, comparative importance, etc.; also practical questions on cultural and harvesting methods, rotations, and other related subjects. Several appointments are made each year from the register in agronomy. Qualified persons are urged to enter this examination, since the commission has experienced considerable difficulty in securing a sufficient number of properly qualified eligibles to meet the demands of the service. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Dairying.—This subject includes general questions on the breeding, feeding, and care of dairy live stock and the production of dairy products. Some of the commercial problems related to dairying are also considered. The object of this examination is to secure persons who have had a general fundamental training in dairying. Qualified persons are urged to enter this examination, as the commission has experienced some difficulty in securing a sufficient number of eligibles. Usual entrance salary, $1,000 to $1,440 a year.

Entomology, general and economic.—This subject includes questions on insect classification, biology, and behavior; also practical questions on the remedies for combating the principal injurious insects. The usual entrance salary ranges from $1,000 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Farm economics.—A subdivision of farm management investigations. Questions relate to methods and scope of conducting and tabulating farm management surveys. Also practical questions in farm-cost accounting and farm records, embracing a discussion of factors and principles involved in determining cost of farm products. Persons who have had training in economics along these lines are urged to enter this examination. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Farm equipment.—A subdivision of farm-management investigations. Questions relate to investment in equipment, the equipment of farms and enterprises, overhead

charges, daily and seasonal duty of implements and tools, adaptation and organization of equipment, amount and arrangement of space in outbuildings, farm architecture, and farm houses. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Forage crops.—Formerly given as agrostology, but now changed to its present title. Consists principally of questions regarding the cultivation and utilization of the principal forage crops, including temporary and permanent pasture crops. This subject is really a subdivision of the first-mentioned subject of agronomy, the only difference being that it deals more specially with forage crops than the general subject of agronomy. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

General farm management.—This subject comprises questions relating to cropping systems for farms of different sizes and types, geographic distribution of crop and stock enterprises and reasons for the same, conditions affecting the profitableness of stock and crop enterprises, the seasonal distribution of labor on different crops, standards of farm labor, leases, contracts, etc. The usual entrance salary ranges from $1,200 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Horticulture.—This subject comprises questions on vegetable gardening (both market gardening and truck farming), the botany of vegetables, the breeding of vegetable plants, and the methods of cultivation, harvesting, packing, and shipment of truck as well as market-garden crops; also general questions concerning insect pests and fungous diseases of these crops. The usual entrance salary is $1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,620 a year. Certification to vacancies paying more than $1,200 a year will be made only from those attaining the highest averages in the examination.

Library science.—This subject consists of questions on library economy, including cataloguing, classification, book ordering, loan systems, reference work, and bibliography, especially the bibliographies of the sciences that pertain to agriculture. Qualified persons are urged to enter this examination, as difficulty has been experienced in securing a sufficient number of eligibles. The usual entrance salary ranges from $840 to $1,000 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,400 a year. Certification to vacancies paying more than $1,000 a year will be made only from those attaining the highest averages in the examination.

Nutrition and calorimetry.—This subject includes questions on experimental methods in nutrition and calorimetry, physiology and chemistry of nutrition, etc. The usual entrance salary ranges from $1,020 to $1,440 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,440 a year will be made only from those attaining the highest averages in the examination.

Plant breeding.—Comprises questions on general plant breeding, including variation, hybridization, and the general evolutionary study of plants, especially those utilized in agriculture. The usual entrance salary ranges from $1,200 to $1,400 a year,

but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Plant pathology.—Comprises questions on plant pathology, control of plant diseases, special cultural methods for fungi and bacteria, and bibliography of plant diseases; also elementary questions in mycology, microtechnique, general bacteriology, and photographic technique. The usual entrance salary ranges from $1,000 to $1,400 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,800 a year. Certification to vacancies paying more than $1,400 a year will be made only from those attaining the highest averages in the examination.

Pomology.—This subject includes questions on pomological botany, varieties of fruits, control of insect and fungous diseases, the production of fruits, methods of packing, shipping, marketing, etc. The usual entrance salary is $1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,620 a year. Certification to vacancies paying more than $1,200 a year will be made only from those attaining the highest averages in the examination.

Seed testing.—Comprises questions on general botany, including systematic, morphological, and physiological botany, with special reference to testing seeds for purity and germination. Usual entrance salary, $840 to $1,200 a year.

Soil bacteriology.—Consists of questions on soil bacteriology and bacteriological technique, including questions on botanical and chemical subjects related to soil bacteriology. Usual entrance salary, $1,400 to $1,620 a year.

Soil chemistry.—Comprises questions in general chemistry, including elementary, organic, analytical chemistry, and soil chemistry. Usual entrance salary, $1,000 to $1,500 a year.

Soil surveying.—Comprises questions on the making of simple base maps, the identification and classification of soils, and the relation of soils to agriculture. The usual entrance salary ranges from $960 to $1,200 a year, but persons showing in the examination that they are unusually qualified are occasionally appointed at higher salaries, not to exceed $1,620 a year. Certification to vacancies paying more than $1,200 a year will be made only from those attaining the highest averages in the examination.

The thesis called for under Subject 4 must be prepared prior to the examination and be delivered to the examiner on the first day of the examination. Each competitor must enter on his thesis his name, address, examination number, and the optional or optionals in connection with which he wishes the thesis considered.

The thesis may include the results of some original investigation on the part of the applicant, or it may represent work done by the applicant in collecting and arranging facts and drawing proper deductions from these facts. It is preferred, however, that it include the results of some original investigation. If the applicant desires to be examined in two or more optional subjects, it is advisable to submit a separate thesis for each subject. If but one thesis is submitted, it will be graded in connection with each optional subject upon which the applicant is examined, and a thesis having little or no bearing upon any particular optional will not be given a high rating in connection with that optional. The length of the thesis may be determined by the applicant and the thesis may be in handwriting or typewriting.

The thesis (which may be on any size paper most convenient) must be accompanied by a sworn statement in the following language: "I, the undersigned, do solemnly swear (or affirm) that in the preparation of the accompanying thesis the composition is entirely my own, and that I have given full credit by quotation marks or references to authorities for any quoted matter." The oath must be taken before

a notary public or other officer authorized to administer oaths for general purposes, and the officer's signature must be authenticated by official seal. If the oath be taken before a justice of the peace or other officer who has no official seal, his official character must be certified by the clerk of the court, secretary of state, or other proper officer, under official seal.

Subject 5, that of education, training, experience, and fitness for the specific work covered by the optional (scientific) subject, will be rated from statements made in the application form and corroborative evidence.

No competitor who attains a rating of less than 70 on the practical questions in at least one of the optional (scientific) subjects will be eligible for appointment. No optional subject will be considered if the rating received in it is less than 70. A separate register will be established of the eligibles qualified in each optional (scientific) subject.

In addition, an applicant may select one or more of the following languages for examination: French, German, Italian, Russian, Spanish. None of these subjects is required, it being entirely optional with the applicant whether any of them are taken. Each will be rated on the basis of 100 per cent, but no credit will be given for the language subject in connection with any optional scientific subject if the rating received is less than 70. The tests will consist of simple prose translations into English, one hour being allowed for each language. The particular time at which any of these subjects may be taken can not be determined in advance.

The positions for which the examinations are held offer many attractive features. Excellent opportunities are afforded for scientific research in the laboratories of the Department of Agriculture. Furthermore, practically all of these positions require more or less investigational work in the field outside of Washington, D. C., which enables one to obtain a broad and comprehensive view of one's special subject of investigation as related to the entire country. When traveling in the field away from either official or temporary headquarters the expenses of the investigator are paid.

Applicants may be examined at any place at which this examination is given, regardless of their place of residence, but under an act of Congress only those who are examined in the State or Territory in which they reside and who have been actually domiciled in such State or Territory for at least one year previous to the date of the examination will be eligible for appointment to any vacancy which may occur in the apportioned service in Washington, D. C. Those who can not show such residence and domicile will be eligible only for appointment to vacancies which may occur in the Field Service; that is, to vacancies in positions with headquarters outside of Washington, D. C. As the majority of the vacancies to be filled will occur in positions requiring headquarters at Washington, D. C., applicants should endeavor to meet the requirements as to residence and domicile which have been mentioned in order that they may also be eligible for appointment to vacancies which may occur in the apportioned service in Washington, D. C. (See sec. 17.)

A special circular giving fuller information on this examination will be sent upon request.

Sec. 214. Seamstress, Indian Service.—Examination identical with that for matron, and applicants desiring appointment to this position should apply for the matron examination. (See secs. 32 and 176.)

Sec. 215. Secret Service, men only.—Applicants for positions in the Secret Service of the Treasury Department should forward, addressed to the Secretary of the Treasury and marked "Personal," Form 304, properly executed, and such evidence as to their experience, training, qualifications, and personal characteristics as they may be able to obtain, without any reference to their political or religious affiliations, which may be considered as proof of their fitness for employment in this service. This examination is confined to experience and personal fitness. Appli-

cants should also give the names and addresses of the persons to whom they refer as to their character and qualifications for employment in this service. Inquiries in regard to applications filed for this service should be addressed to the Secretary of the Treasury.

Sec. 216. Skilled laborer (female).—Age, 18 to 35 years; minimum height, 4 feet 10½ inches, without shoes; application form, 304. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the Bureau of Engraving and Printing and skilled laborer (female) in the Government Printing Office. No person will be certified to the Bureau of Engraving and Printing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 years of age. This examination is held only at Washington, D. C.

Application blanks may be obtained from the commission at any time and should be executed and filed with the commission immediately upon their receipt. When a date for the examination is determined all persons having applications on file will be notified when to report for examination. Applicants should notify the commission of any changes in their post-office address. Form 1419, containing further information, will be furnished upon request.

Sec. 217. Skilled laborer (male), Departmental Service.—(See Subclerical examination, sec. 230.)

Sec. 218. Special agents, special employees, and confidential agents, Treasury Department.—The positions of special agent under the Treasury Department and the positions of special employee and of confidential agent in the Customs Service are in the competitive classified service. These positions are filled by the promotion of persons already in the competitive classified service in or under the Treasury Department after passing appropriate examination, which is given only upon request of the Secretary of the Treasury.

Sec. 219. Stenographer and Typewriter.—*General information (all services).*—Stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental Service, which includes the departments and other Federal offices in Washington, D. C. (see secs. 220, 224, and 250); the Field Service, which includes Federal offices outside of Washington, D. C. (see secs. 221, 225, and 251;) the Isthmian Canal Service, which includes offices of the Isthmian Canal Commission in the Canal Zone (see secs. 222, 226, and 252); and the Philippine Service, which includes offices of the civil service of the Philippine Islands (see secs. 223, 227, and 253). The combined stenographer and typewriter examination is given for each of the four branches; the separate stenographer examination is given for the Departmental and Field Services; the separate typewriter examination is given for the Departmental, Field, and Isthmian Canal Services.

Examinations for the Field Service are held separate from those for the other three services. As a result of one examination, a man may become eligible for appointment to the Departmental, Isthmian Canal, and Philippine Services in the case of the combined stenographer and typewriter examination, or to the Departmental and Isthmian Canal Services in the case of the separate typewriter examination. If he also desires to become eligible for appointment to the Field Service he will be required to take an examination especially for that service. Applicants are required to indicate clearly in their applications the service or services in which employment is sought. A separate application is required for each service.

Applications for any service may be filed at any time, except that applications from women for the Departmental Service will be accepted only when the spring or fall examinations have been announced, unless the needs of the service require otherwise (see next paragraph). For the Departmental, Isthmian Canal, and Philippine Services, applications should be filed with the United States Civil Service Commission, Washington, D. C.; for the Field Service, applications should be filed with the district secretary in whose district the applicant desires

employment. (See sec. 35.) Persons having applications on file will be notified of the first examination held after the filing of their applications. Application blanks may be obtained from the commission or any of the district secretaries.

Places and dates of examinations.—Examinations for the Departmental, Isthmian Canal, and Philippine Services will be held at the places and on the dates marked "(A)" or "(C)" in the fall schedule of examinations. (See secs. 1 and 2.) The spring schedule will be ready for distribution about January 15, 1914.

Both men and women will be admitted to the spring and fall examinations for the Departmental Service; for the Philippine and Isthmian Canal Services only men are admitted.

In addition to the spring and fall schedules, examinations for the Isthmian Canal and Philippine Services, for men only, will be held in January and July of each year, and examinations for the Departmental Service, for men only, will be held on the fourth Tuesday of January, February, May, June, July, August, and November of each year. All examinations mentioned in this paragraph are held throughout the country and in Hawaii and Porto Rico. Form 1424, containing a list of the cities in which the examinations are held, will be sent upon request.

In Alaska, examinations for the Departmental, Isthmian Canal, and Philippine Services will be held at the places and on the dates shown in section 2. Both men and women will be admitted to the examination for the Departmental Service, men only to the examination for the Isthmian Canal and Philippine Services.

For the Field Service, examinations for both men and women will be held as follows: In the First, Second, Third, Fourth, Sixth, Seventh, Eighth, Tenth, Eleventh, and Twelfth Civil-Service Districts (except Nome, Alaska, in the Eleventh District), examinations will be held on the third Saturday of February, May, August, and November of each year; in the Fifth and Ninth Districts they will be held on the third Tuesday of February, May, August, and November of each year. Examinations in the various districts will also be held at such other times as may be necessary. In Hawaii and Porto Rico and at Nome, Alaska, examinations for the Field Service will be held only when eligibles are needed, and will be announced at such times. The extent of civil-service districts is shown in section 35. The district secretaries will furnish upon request the list of places at which examinations will be held for the Field Service.

Persons desiring to be examined for stenographer and typewriter will be required to take the combined examination on one scheduled date—that is, they will not be permitted to take the stenographer examination on one date and the typewriter examination on a different date of the same series of examinations.

Those who wish to take the combined stenographer and typewriter examination should indicate in their applications that the "stenographer and typewriter" examination is desired. Those who apply for the "stenographer" examination will not be examined in typewriting.

Examinations on the Isthmus of Panama.—Examinations for the apportioned Departmental Service are not held in the Canal Zone. Examinations for the nonapportioned Departmental, Isthmian Canal, and Philippine Services are held at Culebra on approximately the same dates as in the United States. Persons residing on the Isthmus may obtain application forms from the secretary of the board of civil-service examiners at Culebra, and may file their applications with him. The secretary will also furnish information as to the exact dates of examinations. (See secs. 8 and 267.)

Sample questions and tests.—The examinations are the same for all branches of the service, except that the typewriter examination for the Isthmian Canal Service includes the additional subject of general business experience, which is rated on state-

ments contained in the application, and corroborative evidence. The following questions and tests have been used and will serve to give an idea of the character of the examinations. No further information on this subject can be furnished.

FIRST SUBJECT—STENOGRAPHY DICTATION.

The practical test in stenography consists of one exercise of 250 words selected from a speech or article containing no technical matter. The dictations are given to all competitors together. A preliminary exercise is given at the rate of 80 words per minute, to familiarize the competitors with the examiner's manner of dictation. The regular exercises will then be dictated at different rates of speed, as follows: 80 words, 100 words, 120 words, and 140 words per minute. The matter dictated is different for each exercise.

All competitors are expected to take the notes of both the preliminary and the regular 80-word tests, one of which exercises they will be *required* to transcribe. In addition they will be permitted to take the notes of any or all of the remaining dictations at the higher rates of speed. At the conclusion of the dictations the competitors will be allowed 10 minutes in which to select one of the 80-word exercises and any one of the exercises at the higher rates of speed which they may wish to transcribe.

The notes of all the tests not to be transcribed will be taken up by the examiner and will not be considered in the rating. The transcript of the notes may be made either with the typewriter or in longhand. Not to exceed one hour will be allowed for making the transcripts. Speed in making the transcripts is not considered in determining the ratings. Competitors who, in addition to the 80-word dictation, transcribe one of the dictations at a higher rate will, in determining the ratings on the stenography test, be given the rating on the exercise in which they attain the higher percentage on speed and accuracy combined, and the other exercise will not be considered. Speed and accuracy are given equal weights in the rating, the ratings for speed for the different rates of dictation being as follows: 80 words per minute, 70 per cent in speed; 100 words per minute, 80 per cent in speed; 120 words per minute, 90 per cent in speed; 140 words per minute, 100 per cent in speed. The rating for accuracy is determined by the correctness of the transcript.

No special system of stenography is recommended. Any system or method of making notes is acceptable, provided the notes are turned in to the examiner after being transcribed.

The following is a sample of dictation which has been given at 80 words a minute. Similar exercises are given at 100, 120, and 140 words a minute:

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight producing area. Under the all-rail system of carrying freight, the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad transportation recently estimated that the next 10 years would require 75,000 miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.

SECOND SUBJECT—COPYING AND SPACING.

In the copying and spacing test the competitor is required to make an exact copy of an exercise similar to that shown in reduced size below, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet. The copy furnished to the competitor is a photolithograph of a sheet which has been typewritten and is so prepared that it may be reproduced on any style of typewriting machine. Both speed and accuracy will be considered in the rating. (See Fifth Subject, Time.)

Statement made by
TREASURY DEPARTMENT
of Customs Business.

Districts and ports.	Fiscal year ended June 30, 1901.				
			Value of exports.		
	Tax.	Receipts.	Foreign.	Domestic.	Expenses.
Saco	$29	$55	$430	$657	$476
Brunswick	12,534	14,744	22,654	54,020	98,327
Albany	151,364	151,997	107		13,187
Humboldt	143	198		163,682	3,027
Milwaukee	419,234	420,234	1,782		18,354
Erie	83,385	84,448	230	29,744	6,337
Bristol	578	1,257	88	134	1,489
Edgartown	331	478			2,319
Cape Vincent	29,749	29,880	13,946	136,590	14,890
Burlington		14			162
Cleveland	747,560	750,100	1,757	388,825	32,316
Gloucester	5,135	7,137	1,000	404	14,901
Pembina	71,023	277	10,308	64,367	13,672

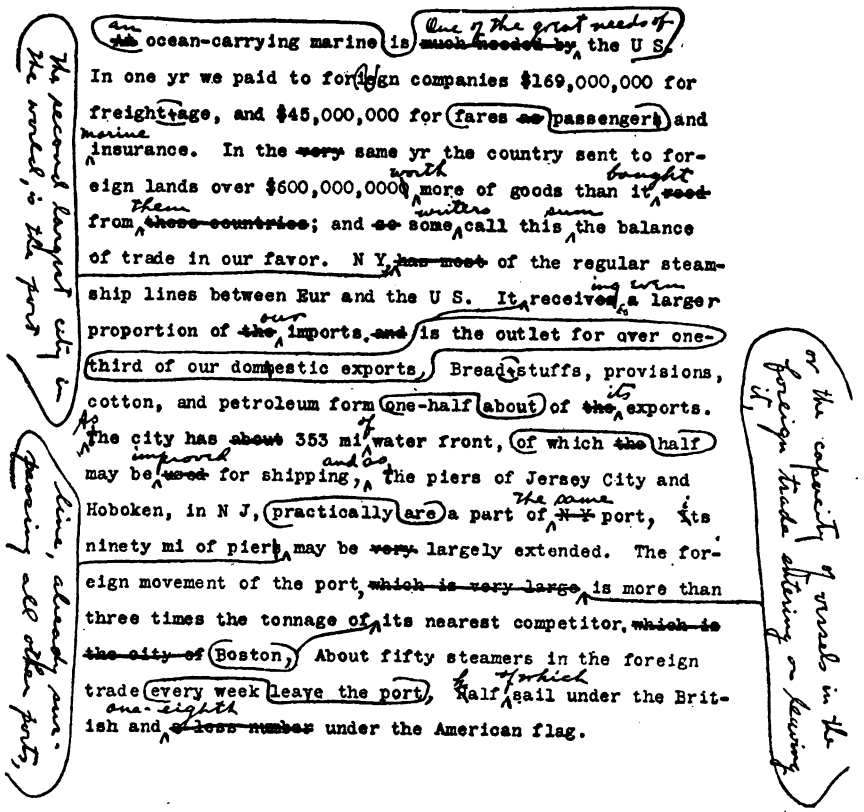
The receipts for 1901 are $20,444,485.64 greater than for 1900, the next highest in our records, and of the increase $11,852,737.01, considerably more than one-half, is from customs revenue.

The net growth of expenditures for the year is $22,253,561.00. The surplus for the year is kept at $77,717,984.38, x x x which is only $1,809,075.80 less than in 1900. The expenditures for 1890 were exceeded by those of 1863, $718,754,276.18.

THIRD SUBJECT—COPYING FROM ROUGH DRAFT.

In the exercise in copying from rough draft the competitor will be required to make a corrected copy of a rough-draft letter, such as appears in reduced size below, paragraphing, punctuating, and spelling as in the copy, but writing in full all abbreviated words.

Competitors who take the stenographer examination only may make the copy either in longhand or with the machine, while those who take the stenographer and typewriter examination or the typewriter examination will be required to make the copy on the machine. Speed in making the copy will be considered only in the case of those who take the stenographer and typewriter or the typewriter examination. (See Fifth Subject, Time.)


an ocean-carrying marine is One of the great needs of
In one yr we paid to foreign companies $169,000,000 for
freight-age, and $45,000,000 for fares of passengers and
marine
insurance. In the same yr the country sent to for-
eign lands over $600,000,000 worth more of goods than it bought
from them those countries; and some writers call this sum the balance
of trade in our favor. N Y has most of the regular steam-
ship lines between Eur and the U S. It receiving a larger
proportion of our imports, and is the outlet for over one-
third of our domestic exports. Breadstuffs, provisions,
cotton, and petroleum form one-half about of its exports.
The city has 353 mi of water front, of which half
may be improved for shipping, and the piers of Jersey City and
Hoboken, in N J, practically are a part of the same N Y port, its
ninety mi of pier may be largely extended. The for-
eign movement of the port is more than
three times the tonnage of its nearest competitor,
Boston, About fifty steamers in the foreign
trade every week leave the port, half which sail under the Brit-
one-eighth
ish and under the American flag.
The second largest city in the world, is the first
or the capacity of vessels in the foreign trade entering or leaving it,
line, already mu-

FOURTH SUBJECT—COPYING FROM PLAIN COPY.

In copying from plain copy the competitor will write with the typewriter an exercise consisting of 450 words, paragraphing, spelling, capitalizing, and punctuating precisely as in the copy. Both speed and accuracy will be considered in the rating. In determining the accuracy the rating will be made in the discretion of the examiner on 150 words from any part of the exercise, the same part being rated for all competitors in a given examination.

FIFTH SUBJECT—TIME.

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

OTHER SUBJECTS.

For information concerning the remaining subjects of the examination—penmanship, report writing, and arithmetic—see first-grade subjects, section 39.

Method of rating examination papers.—(See secs. 258 and 259.)

Reexamination.—(See sec. 25.)

Registers of eligibles.—For the Departmental, Field, and Isthmian Canal Services, registers of eligibles will be prepared of persons who pass the combined stenographer and typewriter examination with a rating of at least 70 per cent. A similar register will be prepared for the Philippine Service of those who pass the combined stenographer and typewriter examination with a rating of at least 75 per cent. For the

Departmental and Field Services there will also be prepared registers of those who pass the stenographer or the typewriter examination with a rating of at least 70 per cent, and for the Isthmian Canal Service a register of those who pass the typewriter examination with a rating of at least 70 per cent. The names of those who pass in both stenography and typewriting, and are therefore on the combined register, may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require. Such appointment cancels both typewriter and stenographer eligibility. When eligibles in both stenography and typewriting are not available for certification for stenographer and typewriter positions, the eligibles who have failed in stenography or in typewriting may be utilized.

Transfer of eligibility.—As stated, stenographer and typewriter examinations are held for four branches of the service, namely, the Departmental, the Field, the Isthmian Canal, and the Philippine Services. Transfer of eligibility from the register for one service to that for any one of the other services may be made at any time within the period of eligibility if there is reason for such transfer which is satisfactory to the commission and the eligible complies with the requirements of the service to which transfer of eligibility is desired. An eligible on the register for the Field, Isthmian Canal, or Philippine Service who wishes to transfer his eligibility to the register for the apportioned Departmental Service in Washington, D. C., must furnish a county officer's certificate as to his residence and comply with the requirements as to residence and domicile indicated in section 17.

Transfer of eligibility within the Field Service from the stenographer and typewriter register for one civil-service district to the register for another civil-service district may be made with the approval of the district secretaries concerned.

The name of an eligible transferred to the register of a district in which he was not examined, either from Washington, D. C., or from another district, will not be certified while there are three available eligibles examined within the district, unless he has actually moved to the district to which his eligibility is transferred, in which case, for the purpose of certification, his place of registration will be considered as the examination point nearest his new place of residence.

An eligible who moves from one place to another within a civil-service district may upon written request and with the consent of the district secretary have his place of registration changed to the examination point within the district nearest his new place of residence, provided the needs of the service justify such transfer.

In all cases of transfer of eligibility, irrespective of the branch of the service, approval of such transfer will depend upon the need of eligibles in the branch of the service or the locality to which transfer of eligibility is desired. (See sec. 262.)

Method of certification.—(See secs. 263, 264, and 268.)

Salaries.—The entrance salaries demanded by male stenographers and typewriters whose names appear on the eligible register are frequently in excess of the salaries usually paid by the Government on entrance to the service. In stating to the commission their desires as to entrance salaries, stenographers and typewriters should have in mind that entrance to the service is usually at the lowest clerical salary, while the higher salaried positions are filled by the promotion of persons who are already in the service and have gained some experience in the work to be performed.

Eligibles are given an opportunity at the time of examination to state the lowest entrance salary they will accept, and the commission will not certify them to positions for which the salaries are substantially less than they express a willingness to accept. An eligible who indicates a willingness to accept a low salary will be certified to a higher-salaried position if his name is reached in its order, and he will have as good an opportunity of appointment at the higher salary as an eligible who attains the same average but who will accept appointment only at the higher rate of pay. The lowest salary fixed by the competitor will not necessarily be the

salary at which he may receive appointment, as this depends upon the particular vacancy to be filled.

In the United States, the entrance salaries for male stenographers and typewriters vary in the different departments and offices from $600 to $1,200 per annum, but in most of the offices the entrance salary is $840 or $900 a year. Appointments of women are made at $600 to $900. The number of appointments at $1,000 is comparatively small, while only in rare instances is an appointment made at as high a salary as $1,200 a year.

The usual entrance salary in the Philippine Service is $1,200 per annum and in the Isthmian Canal Service $1,500 per annum.

Sec. 220. Stenographer (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, five hours. The time consumed in giving the stenography dictations is not considered.

Subjects of examination and relative weights of subjects on a scale of 100: STENOGRAPHY, 75; COPYING FROM ROUGH DRAFT, 10; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 5; ARITHMETIC (first grade, see sec. 39), 5.

If a competitor fails to attain a rating of at least 70 per cent on stenography the other subjects will not be considered.

(For sample questions and tests, see sec. 219.)

Sec. 221. Stenographer, Field Service.—(See sec. 225.)

Sec. 222. Stenographer, Isthmian Canal Service.—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Isthmian Canal Service, but who have passed only the typewriter examination. (See sec. 219.) If they pass the stenographer examination their papers will be averaged for the combined examination. (See secs. 7 and 25.)

Sec. 223. Stenographer, Philippine Service.—Applications for examination for stenographer only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the typewriter examination with a rating of 75 or over. (See sec. 219.) If they pass the stenographer examination with an average of 75 or over their papers will be averaged for the combined examination.

Sec. 224. Stenographer and typewriter (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, six hours.

The subjects of copying from rough draft, penmanship, report writing, and arithmetic will be required to be taken only once, at the same time and place, in connection with the examination for stenographer and typewriter. (See sec. 219.)

If a competitor passes in both the stenographer examination and the typewriter examination, the averages in the two examinations will be combined, with a weight of 2 for stenography and a weight of 1 for typewriting, and with the average thus obtained his name will be entered on the combined stenographer and typewriter register. In addition, his name may be considered for positions as typewriter alone or stenographer alone, if the needs of the service so require.

If a competitor takes the combined examination but passes in only the stenographer or the typewriter examination, his name will be entered upon the register of the examination which he passes. A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Sec. 225. Stenographer and typewriter (combined), stenographer, and typewriter (male and female), Field Service.—Age, 18 years or over; application form, 1371.

For the Field Service the examinations and the time allowed are identical with those for the Departmental Service. (See secs. 219, 220, 224, and 250.) The regula-

tions for the Departmental Service in the sections referred to relating to competitors who pass in both stenography and typewriting, those who pass in stenography alone, those who pass in typewriting alone, and to reexamination, are applied to examinations for the Field Service in the same manner. There is this difference, however, between examinations for the Field Service and those for other services, that examnations for the Field Service are separate and distinct from those for other services, while a man may become eligible for the Departmental, Isthmian Canal, and Philippine Services as a result of one examination. Persons who are applicants for or eligible from examination for the Departmental, Isthmian Canal, or Philippine Service, or any or all of them, may apply for the examination for the Field Service without regard to their application or eligibility for the other service or services, and vice versa.

The War Department requires of all appointees to the Medical Department at large, and in some cases to other field branches of that department, willingness to serve a period of duty in the Philippine Islands. It is rare, however, for an employee to be required to serve in the Philippines against his will. While serving in the Philippines, employees are given an increase of $200 per annum in their pay, and they are allowed transportation expenses. Two years is usually the duration of such duty. Applicants for examination for field services should, therefore, indicate in their applications their willingness or unwillingness to accept appointment in services under the War Department, and the lowest salaries they are willing to accept while employed in the United States. This has no connection with the "Philippine Service" referred to in this pamphlet, which service includes only positions under the insular government of the Philippines.

Applications for examination for the Field Service may be filed at any time with the secretary of the civil-service district in which the applicant desires employment. (See sec. 35.) The dates of examinations are shown in section 219. The district secretary will furnish upon request a list of places at which the examination will be held.

Sec. 226. Stenographer and typewriter (male), Isthmian Canal Service.—Age, 20 to 45 years; application form, 1312, including the medical certificate. Men only will be admitted to this examination.

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination for the Departmental Service. (See secs. 219, 220, 224, and 250.) The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the stenographer or he typewriter register for the Departmental Service if eligible for either, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. The usual entrance salary is $1,500 per annum. (For further requirements see sec. 33.)

A competitor who passes in the stenographer or the typewriter examination in one series of examinations may, if he desires, upon filing a new application, be examined for the other position during another series of examinations, and if he passes his papers will be averaged for the combined examination. (See secs. 7 and 25.)

Applicants should have had experience in stenographic work in an office of the United States Government or of a corporation. Persons just out of school, with no practical experience, are not desired.

No register will be prepared of stenographers only for the Isthmian Canal Service, but if a competitor passes in only the stenographer or the typewriter examination his name will be entered on the Departmental Service register of the examination which he passes if the county officer's certificate has been executed and he has complied with the residence and domicile requirements. (See sec. 17.) Those who fail in stenography will also be rated as typewriters for the Isthmian Canal Service and if found eligible will have their names placed on the register for typewriter, Isthmian Canal Service. (See sec. 252.)

Sec. 227. Stenographer and typewriter (male), Philippine Service.—Age, 18 to 40 years; application form, 2, including the medical certificate. Men only will be admitted to this examination. Entrance salary, $1,200 per annum. (For further requirements see sec. 34.)

The subjects and weights and time allowed are identical with those for the stenographer and typewriter examination (combined) for the Departmental Service. (See secs. 219, 220, 224, and 250.) Only those competitors who attain a rating of 75 or more in the stenography test, an average of 75 or more in the typewriting tests, and in addition an average percentage of 75 or more in the combined examination will be eligible for appointment. No registers will be prepared of stenographers only or of typewriters only for the Philippine Service, but if a competitor attains an average of 70 or over in only the stenographer examination or the typewriter examination, or an average of 70 or over but less than 75 in the combined examination, his name will, upon his filing application form 304, be placed upon the Departmental Service register of the examination which he passes, if he complies with the requirements as to residence and domicile. (See sec. 17.)

Applicants previously examined for stenographer and typewriter in the Philippine Service whose ratings were less than 75 will be reexamined upon filing a new application. Competitors who attain a rating of 75 or over for either stenographer or typewriter but less than 75 for the other may be reexamined in the entire examination or, if they desire and so state in the application, they may (if within one year of the former examination) be reexamined only for the position (stenographer or typewriter) for which they previously failed to attain the required rating. If they pass with an average of 75 or over the reexamination in the part in which they previously failed, their papers will be averaged for the combined examination.

Sec. 228. Stereotyper, Government Printing Office.—Age, 21 years or over; application forms, 1800 and 1747; time allowed, three hours. Subjects of examination and relative weights of subjects on a scale of 100: SPELLING, 8; ARITHMETIC, 8; LETTER WRITING, 8; PENMANSHIP, 8; COPYING FROM PLAIN COPY, 8 (all third grade, see sec. 41); TRAINING, EXPERIENCE, AND FITNESS, rated on form 1800, 60. Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

Sec. 229. Student Interpreter, Consular and Diplomatic Services.—Applicants for appointment to the position of student interpreter in the Consular and Diplomatic Services should address the Secretary of State, Washington, D. C.

Sec. 230. Subclerical, Departmental Service.—Men only. Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades, and above the grade of mere manual laborer. Appointment to one of the positions will operate to remove the name of an eligible from the register for all of them, and his name can not be restored to the register unless he should become separated from the service, without delinquency or misconduct, during his period of probation.

Age, 18 years or over, except that certification for filling vacancies in the position of watchman in the Bureau of Engraving and Printing will be made of eligibles who were not less than 25 nor more than 40 years of age on the day of examination. Application form, 304; medical certificate to be filled out. No person will be admitted to the examination who has any of the physical defects mentioned in section 4 of this Manual, or who is not able-bodied and physically capable of performing manual labor. Time allowed, three hours. Subjects of exam-

ination and relative weights of subjects on a scale of 100: SPELLING, 10; ARITHMETIC, 20; LETTER WRITING, 20; PENMANSHIP, 10; COPYING FROM PLAIN COPY, 20 (all third grade, see sec. 41), and TRAINING, EXPERIENCE, AND FITNESS, 20.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons who attain eligibility in the examination will, if possible to do so, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering a mail sack and contents weighing 150 pounds.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 231. Subtreasury Service.—Subtreasuries are located in the following-named cities: Baltimore, Md.; Boston, Mass.; Chicago, Ill.; Cincinnati, Ohio; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; and San Francisco, Cal.

For information concerning these examinations apply to the board of examiners at the subtreasury where employment is desired.

Positions in the Subtreasury Service are divided into Schedules A, B, C, and D, as follows:

Schedule A.—FIDUCIARY POSITIONS: The officers, chiefs of divisions, tellers, assistant tellers, and other employees in the several monetary divisions, embracing those engaged in the handling of money, bonds, coupons, checks, and other representatives of money.

Schedule B.—CLERICAL POSITIONS: Chiefs of divisions, bookkeepers, and other employees engaged upon merely clerical work.

Schedule C.—MISCELLANEOUS POSITIONS: Employees in nonclerical positions, including the superintendent of the building, detectives, messengers, hall men, and porters.

Schedule D.—CUSTODIAN POSITIONS: Employees having the care and custody of the building, including engineers, watchmen, janitors, and classified laborers.

Rigid tests of character and integrity will be applied to all applicants by the civil-service boards, and only those satisfactorily meeting such tests may be examined. These tests shall be such as may be found practicable and satisfactory to the several assistant treasurers and the Civil Service Commission.

Sec. 232. Superintendent, Lighthouse Service.—Age, 21 years or over; application form, 1312, including medical certificate. Two days will be allowed for this examination. The medical certificate may be executed by any reputable physician, but the applicant may be required to pass a physical examination before an officer of the Public Health Service in case he receives appointment. Subjects of examination and relative weights of subjects on a scale of 100: THEORETICAL AND PRACTICAL QUESTIONS IN CIVIL ENGINEERING, CONSTRUCTION, MATERIALS, AND SURVEYING, 50; TRAINING, EXPERIENCE, AND FITNESS, 50.

Applicants must have had at least six years' satisfactory experience in civil engineering and construction. Graduation from a reputable technical school of engineering will be considered as equivalent to three years of the six.

Positions of assistant superintendent and superintendent in the Lighthouse Service will be filled from this examination, at salaries ranging from $1,600 to $2,400 per annum, depending upon the qualifications of the eligibles. The appointees in these

positions will be assigned to duty in the various lighthouse districts in connection with construction and repair of lighthouses, depots, wharves, etc.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 232. Superintendent of construction, Supervising Architect's Office, Treasury Department.—Age, 20 years or over; application form, 1312; time allowed, two days of seven hours each. The first subject will be given on the first day and the remaining subjects on the second day. Subjects of examination and relative weights of subjects on a scale of 100: MATERIALS AND BUILDING CONSTRUCTION, involving extensive knowledge of all materials employed in first-class buildings and of details of construction, 40; ARITHMETIC, 10; BUILDING SUPERVISION, tests in the form of business communications which require adaptability and a knowledge of the qualifications necessary for this position and knowledge of the work gained by experience, 15; SPECIFICATIONS, involving knowledge of the details of complete specifications for the various classes of work required in first-class buildings, 10; TRAINING, EXPERIENCE, AND FITNESS, 25.

Applicants should have such a general education as will enable them to give, orally or in writing, correct expression to their ideas. They should also have either a technical training in architecture or engineering, or broad practical experience in building construction, and not less than two years of actual experience in superintendence of buildings similar in class and construction to United States public buildings. In the case of architectural draftsmen, and structural or other engineers who have been engaged in architectural or structural design, this two-year minimun may be materially reduced.

As an appointee may be the only representative of the department in the community in which he may be located, it is of prime importance that, in addition to satisfactory general and technical training and experience, he should possess the personal qualities that will command the respect of those with whom he may come in contact, will enable him to handle all business matters promptly and with good judgment, to grasp in detail written instructions, and to answer written communications fully and in good, clear, terse English. Only those whose answers to questions in the blank forms furnished are prima facie satisfactory will be admitted to the examination. (See sec. 30 for time of filing application.)

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 234. Surfman, Life-Saving Service.—(See sec. 168.)

Sec. 235. Surgeon.—(See Physician examination, sec. 193.)

Sec. 236. Surveyor, General Land Office.—(Formerly examiner of surveys examination.) This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 237. Surveyor, Philippine Service.—Age, 18 to 40 years; application form, 2, including medical certificate; time allowed, two days of six and eight hours, respectively. Subject 1 and part of subject 2 will be given on the first day; the remainder of subject 2 and subject 3 will be given on the second day. The surveyor examination is of the same general character as the civil-engineer examination, except that questions relating to mechanics, materials of construction, and design and construction will be omitted. The subject "Drawing and mapping" will be substituted for "Design and construction." Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, including trigonometry, use of logarithmic tables, and computations, 20; THEORY AND PRACTICE OF SURVEYING, 35; DRAWING AND MAPPING, 20; TRAINING, EXPERIENCE, AND FITNESS, 25. (For further requirements see sec. 34.)

Applications will be received from graduates in civil engineering of any reputable college or technical school, or from those about to graduate from such institution, or from persons who, in addition to a good general education, have had not less than three years' experience in general land and topographic surveying. If an applicant

is a graduate or is about to graduate from a reputable technical college, experience is not required, but those who have extensive or high-grade experience will be rated accordingly.

Usual entrance salary, $1,400 per annum. Field expenses are allowed appointees when absent on duty from their permanent station.

It is not probable that this examination will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 238. Tariff Board.—This board has been discontinued.

Sec. 239. Teacher, Alaska.—The Bureau of Education, Washington, D. C., has charge of public schools in Alaska for the education of natives, and requests for information concerning such schools should be addressed to the Commissioner of Education, Washington, D. C. Teachers in schools for whites in incorporated towns in Alaska are appointed by the local boards of education. Teachers in schools for whites not in incorporated towns are appointed by the Governor of Alaska, Juneau, who is ex officio superintendent of public instruction.

Sec. 240. Teacher, Hawaii.—Applicants for appointment to the position of teacher in Hawaii should apply to the superintendent of public instruction at Honolulu, Hawaii.

Sec. 241. Teacher, Indian Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applications on file will be notified. The next examination will be held on October 15, 1913. Age, 20 to 50 years, but does not apply to the wife of a superintendent of an Indian school who applies for the position of teacher in the same school; application form, 1312, including the medical certificate; time allowed, two days—seven and one-half hours on the first day for the first six subjects and six hours on the second day for the remaining subjects. The department usually fills vacancies in the grades of superintendent and principal teacher by promotion from the grade of teacher. Subjects of examination and relative weights of subjects on a scale of 100: ARITHMETIC and ELEMENTARY ALGEBRA, involving a knowledge of the subject of arithmetic as comprised in the ordinary grammar school textbooks, including longitude and time, square and cube root and mensuration, and common school algebra through quadratics, 20; PEDAGOGY and ELEMENTS OF KINDERGARTEN INSTRUCTION, questions relating to school government, methods of teaching certain subjects, duties of the teacher, and to the elements of kindergarten instruction, 15; PENMANSHIP, 5; SPELLING AND COPYING, an exercise of about ten lines of ordinary prose containing twenty or more misspelled words, 5; GEOGRAPHY, embracing questions in mathematical, physical, and political geography, 5; PHYSIOLOGY AND HYGIENE, embracing matter found in the grammar-school textbooks, 5; ENGLISH GRAMMAR AND ANALYSIS, as comprised in the common-school textbooks, 10; HISTORY AND GOVERNMENT OF THE UNITED STATES, comprising matter found in the grammar-school textbooks, 10; DRAWING, tests in graphic free-hand sketching for illustration of lessons in school work, 5; NATURE STUDY, relative to the development, growth, habits, and peculiarities of animals and plants, and methods of interesting pupils in a study of the same, 5; AMERICAN LITERATURE, comprising matter found in the elementary textbooks on this subject, 5; TRAINING, EXPERIENCE, AND FITNESS, 10.

(For information concerning the Indian Service see sec. 32.)

Sec. 242. Teacher, Panama.—Applicants for appointment to the position of teacher in the Canal Zone should apply to the superintendent of schools, Ancon, Canal Zone, Isthmus of Panama.

Sec. 243. Teacher, Philippine Service.—Applications for this examination may be filed at any time. Examinations will be held whenever the needs of the service so require. When a date for an examination is determined, all persons having applicati ons on file will be notified. As far as practicable the dates will be set so as no

to interfere with school work. The next examination will be held on August 20–21, 1913. This examination will also be held on December 30–31, 1913.

It is the practice to admit women to this examination only when the needs of the service require. Unless otherwise specially announced they will not be admitted to this examination unless they are the wives, immediate relatives, or fiancées of men examined for teacher or assistant, or appointed to or already employed in the Philippine Service; or unless they have had special experience in the teaching of domestic science and home economy, or have had training in these subjects. These facts must be shown in the application. Each woman applicant should state definitely in her application the name, address, and relationship of the man applicant or employee in connection with whom her examination is requested. Age 20 to 40 years; application form, 2, including the medical certificate; time allowed, two days of seven hours each. (For further requirements see sec. 34.) The first five subjects will be given on the first day, the remaining subjects on the second day. Subjects and relative weights of subjects on a scale of 100: THESIS of not less than 300 words on either of two subjects given, to test knowledge of syntax, style, spelling, punctuation, and capitalization, 15; PENMANSHIP, rated on thesis, 5; ARITHMETIC, as comprised in the ordinary grammar-school textbooks, also the metric system, 15; GEOGRAPHY, mathematical, physical, and political, 10; PHYSIOLOGY AND HYGIENE, as found in the grammar-school textbooks, 5; ENGLISH, as treated in the ordinary grammar-school textbooks, including analysis and parsing, 15; HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES, as covered in the grammar-school textbooks, and the Constitution of the United States, 10; NATURE STUDY AND DRAWING, involving a knowledge of the development, growth, habits, and peculiarities of the more common animals and plants, methods of interesting pupils in a study of the same, and skill in the execution of illustrative drawings, 5; HISTORY AND SCIENCE OF TEACHING, comprising school government, methods of teaching, duties of the teacher, etc., 10; TRAINING, EXPERIENCE, AND FITNESS, rated on Form 2, and corroborative evidence, 10.

There is special need of women to teach the domestic-science subjects of instruction, which continue for three years throughout the intermediate course, especially for women who have had special preparation in domestic-science training schools.

The work of American men teachers is largely supervisory in character, and the higher positions are filled as vacancies occur by the promotion of those who have demonstrated their efficiency and ability in the service. Eligibility in the assistant examination (see sec. 53) is required before a teacher who did not enter as a result of the assistant examination may be promoted to the position of division superintendent of schools.

The nature of the service required of a majority of American teachers in the Philippine Islands is such that only a limited number of married men can be used to advantage, and then usually only in case their wives are also well-qualified teachers either in household economy and domestic science or of high-school subjects, and are applicants for appointment.

Sec. 244. Teacher, Porto Rico.—Applicants for appointment to the position of teacher in Porto Rico should apply to the Chief of the Bureau of Insular Affairs, War Department, Washington, D. C.

Sec. 245. Telegrapher.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 246. Telephone operator.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 247. Topographic aid (temporary).—Age, 20 to 40 years; application form, 1312. The medical certificate on the application form must be executed. Time allowed, 7 hours. Subjects of examination and relative weights of subjects on a scale of 100: MATHEMATICS, elementary practical questions, 15; SURVEYING, elemen-

tary practical questions, 15; TOPOGRAPHIC DRAWING, 20; LETTER WRITING, a letter of not less than 150 words on a subject to be assigned in the examination, 10; TRAINING, EXPERIENCE, AND FITNESS, 40.

This examination is held only for filling temporary positions during the field season. In making certifications for employment from this register, preference will be given to residents of the States where the persons are to be employed. Certifications for appointment to permanent positions will be made from the junior topographer register. (See sec. 161.)

The entrance salaries paid appointees in these positions will be governed by the ratings attained in the subject training and experience.

This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 248. Trained nurse.—From this examination appointments will be made to the position of trained nurse in the Indian Service, in the Isthmian Canal Service, and in the Philippine Service. Women only will be examined for the Philippine Service. *An applicant who desires to become eligible for both the Indian and Isthmian Canal Services need file but one application for both services. A person who applies for examination for the Philippine Service will not be permitted to apply for examination at the same time for either of the other services.*

Appointment to one service will operate to remove the name of the eligible from the registers for the other services. Age, 20 to 40 years. Application form, 1312, including the medical certificate, for the Indian Service or the Isthmian Canal Service; Form 2, including the medical certificate, for the Philippine Service. Time allowed—male 6 hours, female 7 hours. Subjects of examination and relative weights of subjects on a scale of 100: ANATOMY AND PHYSIOLOGY, 5; HYGIENE OF THE SICK ROOM, 20; GENERAL NURSING, 20; SURGICAL NURSING, 20; OBSTETRICAL NURSING, 20; TRAINING AND EXPERIENCE IN NURSING, AND FITNESS, 15. Male applicants will not be required to take the subject of obstetrical nursing, and the weight of that subject will be divided equally among the remaining subjects except anatomy and physiology.

Applicants will be required to show that they are graduates of recognized schools for trained nurses which require a residence of at least two years in a hospital giving thorough practical and theoretical training, and for the Isthmian Canal and Philippine Services have had at least three years' experience in a modern and well-equipped hospital, including the experience prior to graduation; or, in the case of male applicants for the Isthmian Canal Service, that they have served at least one enlistment in the Hospital Corps of the United States Army. Hospital experience in connection with tropical diseases will be given special credit. Students who are members of the graduating class of any recognized school will be admitted to examination, but their names will not be entered upon the eligible register until they furnish a certificate from the dean of the school showing that they have been graduated.

No appointments have been made from the trained-nurse (male) register for the Indian Service for several years.

The entrance salary paid trained nurses in the Indian Service is $720 per annum with laundry of uniforms. In the Isthmian Canal Service the entrance salary for female nurses is $60 a month, with board, quarters, and laundry. About half of the female nurses in the service receive $75 a month, through promotion. The entrance salary for male nurses is $90 a month, with quarters but without subsistence or laundry, and they may be promoted after six months' satisfactory service to $105 a month, with quarters. Unmarried men are preferred by the Isthmian Canal Commission. The entrance salary for the Philippine Service is $50 a month for the first six months, when the salary is increased to $60 a month; an adequate laundry allowance is made in addition to board and quarters in the Philippine Service. Gradual promotion of the most efficient to $85 a month may be made as vacancies occur.

For further information as to conditions of employment, including allowances for board, quarters, transportation, etc., applicants for the Indian Service should see sec. 32; for the Isthmian Canal Service, sec. 33; for the Philippine Service, sec. 34.

This examination will be given in the fall of 1913 only to applicants for the Indian and Isthmian Canal Services. It is not probable that the examination for the Philippine Service will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 249. Translator, Departmental Service.—This examination will be held only when eligibles are needed. (See sec. 43.)

Sec. 250. Typewriter (male and female), Departmental Service.—Age, 18 years or over; application form, 304; time allowed, 5 hours.

Subjects of examination and relative weights of subjects on a scale of 100: Copying and spacing, 20; Copying from rough draft, 15; Copying from plain copy, 10; Time, 30; Penmanship, 10; Report writing (first grade, see sec. 39), 10; Arithmetic (first grade, see sec. 39), 5.

Both accuracy and speed are considered in rating the typewriting subjects of this examination. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

If a competitor fails to attain an average percentage of at least 70 per cent on the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated.

Applicants must provide typewriting machines, and stands, for use in this examination.

(For sample questions and tests, see sec. 219.)

Sec. 251. Typewriter, Field Service.—(See sec. 225.)

Sec. 252. Typewriter (male), Isthmian Canal Service.—Age, 20 to 45 years; application form, 1312, including the medical certificate; time allowed, 5 hours. Men only will be admitted to this examination. The county officer's certificate in the application need not be executed unless the applicant is willing to have his name entered on the typewriter register for the Departmental Service, if eligible therefor, in which case the county officer's certificate should be executed. Applicants should indicate in the application that it is for the Isthmian Canal Service. Subjects of examination and relative weights of subjects on a scale of 100: COPYING AND SPACING, 20; COPYING FROM ROUGH DRAFT, 15; COPYING FROM PLAIN COPY, 10; Time, 30; PENMANSHIP, 5; REPORT WRITING (first grade, see sec. 39), 5; ARITHMETIC (first grade, see sec. 39), 5; GENERAL BUSINESS TRAINING, EXPERIENCE, AND FITNESS (rated on statements contained in the application and corroborative evidence), 10. The subjects of this examination, except that of general business experience, are identical with those of the examination for typewriter, Departmental Service. (See sec. 250.) If a competitor fails to attain an average percentage of at least 70 per cent on the typewriting subjects and time combined, with the relative weights shown above, the remaining subjects will not be rated. Usual entrance salary, $1,200 per annum. (For further requirements see sec. 33; for sample questions and tests see sec. 219; also see Stenographer and typewriter, Isthmian Canal Service, sec. 226.)

Sec. 253. Typewriter, Philippine Service.—Applications for examination for typewriter only in this service may be filed by persons who have within one year taken the combined stenographer and typewriter examination for the Philippine Service, but who have passed only the stenographer examination with a rating of 75 or over. (See sec. 219.) If they pass the typewriter examination with an average of 75 or over their papers will be averaged for the combined examination.

Sec. 254. Veterinarian.—Men only will be admitted to this examination. From this examination appointments will be made to the positions of veterinary inspector in the Bureau of Animal Industry, Department of Agriculture, veterinarian in the Quartermaster Corps, and veterinarian in the Philippine Service. Age, 21 years

or over for the Bureau of Animal Industry and the Quartermaster Corps, and 18 to 40 years for the Philippine Service.

An applicant may become eligible for appointment in the Bureau of Animal Industry and the Quartermaster Corps as a result of one examination. An applicant who desires appointment in the Philippine Service and files the required application form will, if he passes the examination, be eligible for appointment only in that service as a result of that examination. A person who applies for examination for the Philippine Service will not be permitted to file an application for examination at the same time for the other branches.

Application forms, 2, including medical certificate, for the Philippine Service; 1312 for the Bureau of Animal Industry and the Quartermaster Corps. Applicants must be graduates of accredited veterinary colleges. Students, irrespective of their class, will not be admitted to examination for the Bureau of Animal Industry and the Quartermaster Corps. For the Philippine Service senior students will be admitted to examination, but their names will not be placed on the register of eligibles until proof of graduation has been furnished. (For further information concerning the Philippine Service see sec. 34.)

Time allowed, seven hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING, 10; VETERINARY ANATOMY AND PHYSIOLOGY, 20; VETERINARY PATHOLOGY AND MEAT INSPECTION, 30; THEORY AND PRACTICE OF VETERINARY MEDICINE, 30; TRAINING, EXPERIENCE, AND FITNESS, 10. The second, third, and fourth subjects include general questions on anatomy and physiology, a consideration of the pathology of diseases in general, and such special pathology as is characteristic in the diseases common to food-producing animals. The symptoms, diagnosis, and treatment of diseases incident to domesticated animals will be considered.

Entrance salary in the Bureau of Animal Industry, $1,400 per annum; usual entrance salary in the Quartermaster Corps, $1,200 per annum, and in the Philippine Service, $1,600 per annum. Field expenses are allowed veterinarians in the Philippine Service when absent on duty from their permanent station.

This examination will be given in the fall of 1913 only to applicants for the Bureau of Animal Industry and the Quartermaster Corps. It is not probable that the examination for the Philippine Service will be held before the spring of 1914. Should an examination be held before that time it will be announced.

Sec. 255. Veterinary inspector, Bureau of Animal Industry, Department of Agriculture.—(See Veterinarian, sec. 254.)

Sec. 256. Watchman.—(See Subclerical examination, sec. 230.)

Sec. 257. Wireman, Departmental Service.—Age, 20 years or over; application form, 1800; time allowed, five hours. Subjects of examination and relative weights of subjects on a scale of 100: LETTER WRITING (third grade, see sec. 41), 10; PRACTICAL QUESTIONS RELATIVE TO THE WIRING OF BUILDINGS, ETC., 65; TRAINING, EXPERIENCE, AND FITNESS, 25.

RATING OF EXAMINATION PAPERS.

Sec. 258. Method of rating.—The following method is observed in rating examination papers by the commission:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to

which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed *until his papers have been rated and reviewed and his average percentage determined.* As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

An average percentage of at least 70 in all examinations (except for the stenographer and typewriter examination for the Philippine Service, in which 75 per cent is required) is required for eligibility, except in the case of applicants entitled to preference under section 1754, U. S. Revised Statutes (for further information concerning privileges of this class of applicants see section 271), provided that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 on the technical subjects in addition to an eligible rating on the whole examination in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 on the technical subjects the remaining subjects will not be rated.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass. Letters of inquiry concerning the ratings should not be written unless competitors have reason to believe that the notices have miscarried in the mails.

Sec. 259. Rules for rating.—As soon as practicable after an examination the papers of the competitors shall be rated and the average percentage of each ascertained.

All examination papers shall be rated under the following rules:

Mark every correct answer..... 100 Mark every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct the sum of the error marks of each answer from 100.	The difference between the sum of the error marks of each answer and 100 will be the mark of the answer.

SPELLING.	From 100 deduct—
For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: *Provided*, That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one-half of a printed line of the copy; that a deduction of 15 shall be made for more than half a line and not to exceed one line; and that a proportionate deduction shall be made for a greater number of printed lines: *And provided further*, That if the copying exercise shall consist of less than five printed lines the charge for the omission, repetition, or insertion of one or more printed lines shall be double the charges indicated; for failure to indent as in copy and for each error in paragraphing; for irregularity in left-hand margin; and for signing name or copying the instructions at the head of the exercise.....	5
For each misdivision of a word at the end of a line and for each omission or improper use of the hyphen in dividing a word at the end of a line; for each word altered, interlined, or canceled; for each blot, pen-rest, or minor erasure if not neat; and for each use of stenographer's period.....	1

For any deviations from copy not covered by the foregoing rules, the charges shall be made in the discretion of the examiners.

COPYING AND CORRECTING MANUSCRIPT, FIRST GRADE.	From 100 deduct—
For each error in spelling (only one charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no charges to be made for consequential errors); for each word omitted, inserted, or substituted which avoids a test or causes an essential change in meaning; for failure to write any transposition, insertion, or inclosure as indicated; for restoring a word or words canceled in the copy (only 3 to be charged for restoring any group of words canceled together in copy); for each important word omitted from a phrase or other group of words	3
For making any transposition of a word or group of words not indicated; for each abbreviation; for irregularity in left-hand margin (in each of the three cases indicated, according to gravity of error)	1 to 3
For writing part of the exercise and then commencing again; for signing name	5
For each change in tense or number which does not result in an error of syntax or radical change in meaning (only one charge to be made for a consistent sequence of changes); for each word omitted, inserted, substituted, or repeated which does not avoid a test or cause an essential change in meaning; for each error in capitalization, punctuation, indentation, paragraphing, or in division of words; for each omission of the hyphen or for placing it at the beginning of the line instead of at the end of the preceding line (total charges in either case not to exceed 5); for stenographic periods (only one charge in exercise); for each blot, each word interlined or canceled, each alteration or erasure if not neat (not more than 5 to be charged for any one interlineation, cancellation, alteration, or erasure); for omitting an unimportant word from phrases or other groups of words; for the omission or insertion of a stroke in a letter	1
For paraphrasing the language of the text, according to gravity of error	5 to 100

PENMANSHIP.

Mark penmanship according to its value on a scale of 100.

In determining the mark on penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Perfect, 100; very excellent, 95 to 90; excellent, 90 to 85; very good, 85 to 80; good, 80 to 75; ordinary, 75 to 70; poor, 70 to 65; very poor, 65 to 50; below the grade of "very poor," 50 to 10.

LETTER WRITING.

In marking the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners marked on a scale of 100.

In determining the mark for letter writing it shall be proper for the examiner to be guided in a general way by the following scheme: Excellent, 100 to 90; good, 90 to 80; fair, 80 to 70; ordinary, 70 to 60; poor, 60 to 50; very poor, 50 to 25; practically worthless, 25 to 0.

REPORT WRITING.

In general, in addition to conciseness and completeness of the summary, the same elements will be considered in rating this subject as are considered in rating letter writing, and the ratings will be determined upon practically the same basis.

ARITHMETIC.	From 100 deduct—
For each wrong process or for each omission of a step in a solution, according to gravity of error	10 to 65
For error in or evasion of a decimal or a common-fraction test, or for using wrong table in denominate numbers	25
For error in computation or copying, or for superfluous work not canceled	10
For complex method, the correct result being produced	5
For wrong or omitted punctuation, for fraction in answer not reduced to lowest terms, or for approximate result not sufficiently exact	5 to 10
For wrong or omitted designation, or sign of relation, or for use of superfluous ciphers	5
For omitting work in full, the correct answer being given, according to quantity of work required in solution	25 to 75
For omitting work in part, according to gravity of error	5 to 35
For giving proof instead of solution, according to gravity of error	10 to 75

Errors not specifically covered by the foregoing rules will be marked in the discretion of the examiners.

GEOGRAPHY.

In marking this subject each answer shall be marked, in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, cities, rivers, or bodies of water, etc., and the answer contains a greater number than is required by the question, each incorrect part or point shall be charged the value of a required part.

GEOGRAPHY AND CIVIL GOVERNMENT OF THE UNITED STATES.

The geography will be rated as indicated above.

In rating civil government, each answer will be rated in the judgment of the examiners according to its value on a scale of 100.

STENOGRAPHY.

	From 100 deduct—
For each word omitted, added, substituted, or misspelled, or for the use of the singular instead of the plural, or of the plural instead of the singular, when the grammatical correctness is affected	3
For each transposition	2
For each gross error in capitalization or punctuation; for each error in division of words; abbreviation; or for the use of the plural for the singular, or of the singular for the plural, when the grammatical correctness is not affected	1
For interlineations, erasures, and lack of neatness	1 to 5

The exact rating of a competitor who attains less than 65 per cent in the subject of stenography will not be determined.

In this examination speed in writing the stenographic notes is weighted equally with accuracy in transcribing them, and will be marked upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute.

PRACTICAL TESTS OF TYPEWRITER EXAMINATION.

Accuracy will be considered in marking all the practical tests of this examination, each being marked on a scale of 100. Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

1. *Copying and spacing (stenographer and typewriter).*

	From 100 deduct—
For the omission of the general head, or of a single line	10
For erroneously spacing or failing to space a word or a line of the general head, or a part or the whole of a minor head; for an error in left margin of left column or stub; for error of spacing between words of stub and first line of colons, and for each error in the placing of a whole column of figures; for the omission of leaders after stub; for the insertion of commas after the items of stub; for each case of erroneous spacing between lines (total charge not to exceed 25); for running into one line a minor head that should be written in two or more lines; for running over a line in the paragraphs at the bottom (total charges not to exceed 15); for each word, minor head, figure, or number omitted, inserted, or substituted; for each misspelled word or erroneous number; for omitting or misplacing an apostrophe, or erroneously adding *th* to date; for the transposition of a single word, item, or line; for each use of —— for ..... (total for use throughout exercise, 10); and for each preliminary test on machine	5
For error in right and left position of general head as a whole; for wrong alignment of a minor head (total for the consequential misplacement of a whole line of minor heads, 5); for each error in the use of capitals (total for a whole word, 5), or of the dollar sign; for striking one figure over another so that the reading of the figure is doubtful (total charge for one number, 5); for each error in the use of punctuation marks or hyphens in heads or paragraphs; and for spacing a dashed line (total for the exercise, 5)	3
For an error in the relative right and left position of a line or heading, or in the indentation of the paragraphs (total charge for two or more independent errors in a heading, and for two or more consequential errors in indentation being 3); for each error in spacing between words and after punctuation marks, and for spacing between the figures of a number or the letters of a word; in numbers, for each use of i for 1, for each comma or hyphen omitted, and for each decimal point used for a comma, or vice versa	2
For each use in numbers of I for 1, l or L for I, or o for 0 (charge for general use of either throughout exercise, 5); and for striking over except in cases covered above	1
For irregularities in the margin of a column	2 to 5
For erroneous length of the dashed lines for errors in the colons; for erasures, and lack of neatness; and for each error not specified above	1 to 5

2. *Copying from rough draft (stenographer and typewriter).*

	From 100 deduct—
For each error in orthography; for each word or figure inserted, substituted, transposed, repeated, or omitted (provided, that a deduction of 10 shall be made for the omission of two or more consecutive words, if the words omitted do not constitute more than one printed line of the copy; that a deduction of 20 shall be made for the omission of two printed lines or more than one line, and that a proportionate deduction shall be made for the omission of a greater number of printed lines); for each abbreviation; for each failure to capitalize, punctuate, or paragraph according to copy; for failure to indent as in copy (only one charge to be made in the exercise); for each variation from copy in the use of parentheses or hyphen, and for gross irregularity in the right-hand margin..	5
For each irregularity in left-hand margin (total charges not to exceed 5); for each case of inconsistent spacing between words; for each interlineation (maximum for a single interlineation of five or more words, 5; for each misdivision of a word at the end of a line, and for each omission of a hyphen in dividing a word at the end of a line.....	1
For each space in a word, or for crowding letters in a word.....	2
For each case of inconsistent spacing between lines (total charges not to exceed 10).....	3
For erasures, and for each error not specified above.....	1 to 5

3. *Copying from plain copy (stenographer and typewriter).*

This exercise will consist of 450 words. In determining the accuracy the rating will be made in the discretion of the examiner on approximately 150 consecutive words from any part of the exercise, the same part being rated for all competitors in a given examination.

	From 100 deduct—
For writing one line over another.....	10
For each error in orthography; for each word or figure omitted, *provided* that a deduction of 10 shall be made for the omission of two or more consecutive words if the words omitted do not constitute more than one printed line of the copy, and that a deduction of 20 shall be made for the omission of two printed lines, or more than one line, etc.; for each word added, substituted, or repeated; for each transposition; for each abbreviation not in copy; for each failure to capitalize or to punctuate as in copy; for each deviation from copy in paragraphing (maximum for the exercise, 10); for failure to indent as in copy (only one charge to be made in the exercise); for each error in compounding words, or vice versa.....	5
For each case of inconsistent spacing between lines.....	3
For each space between the letters of a word; for crowding letters in a word; for lack of space between words; for striking a letter instead of space bar; for unfinished word due to coming to end of line when word is rewritten on next line; for striking letters in a line over band holding paper, thus making no impression on sheet, or for piling letters over each other at the end of a line when all the letters are decipherable, or for running off paper on right or left margin (maximum for the exercise, 10).....	2
For each case of irregularity in left-hand margin, or of gross irregularity in right-hand margin (maximum for the exercise in each case, 5); for each strike over; for the misdivision of a word at end of line; for each omission of a hyphen, when needed, at end of line; for extra space between words (maximum for the exercise, 5); for each case of inconsistent spacing after punctuation marks; for each word interlined (maximum for a single interlineation of five or more words, 5); for each erasure (maximum for the exercise, 5)	1
For lack of neatness.....	1 to 5
For each error not specified above.....	1 to 5

4. *Time. (3 typewriting subjects.)*

Time as a separate element will be rated on the total time consumed on the three typewriting subjects.

Time consumed will be rated according to the following scale: If the competitor consumes only 30 minutes on the three typewriter subjects, he will be credited with 100. When the time consumed is more than 30 minutes and not more than 50 minutes, 1 will be deducted from 100 for every minute consumed more than 30 minutes. When the time consumed is more than 50 minutes and not more than 58 minutes, 2 will be deducted from 80 for every minute consumed more than 50 minutes. When the time consumed is more than 58 minutes and not more than 67 minutes, 3 will be deducted from 64 for every minute consumed more than 58 minutes. When the time consumed is more than 67 minutes and not more than 70 minutes, 4 will be deducted from 37 for each minute consumed more than 67 minutes. When the time consumed is more than 70 minutes, no credit will be given for time; and it will be impossible for the competitor to make an eligible average percentage on the typewriting subjects.

ELIGIBILITY AND APPOINTMENT.

Sec. 260. Period of eligibility.[1]—The period of eligibility on all registers for original appointment is one year from the date of entering the name on the register (see next section), which entry is made as soon as practicable after the rating of the papers. The date of entry of a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended, in the discretion of the commission, for all those on any register when the conditions of good administration render it inexpedient to hold a new examination. The period of eligibility is never extended in individual cases, but extension always applies to the entire register.

Whenever a person whose name is upon more than one register is appointed from one of such registers, his eligibility on all registers of the same or lower grade is canceled. He may, however, upon his written request at any time within the period for which eligibility would have run if not canceled by appointment, have his eligibility revived on one or more of such registers for the balance of such period, unless it is otherwise provided with reference to a particular examination.

An eligible may upon request in writing have his eligibility suspended for a stated period within the term of eligibility.

A probationer separated from the service without delinquency or misconduct may be restored to the register of eligibles in the discretion of the commission for the remainder of his period of eligibility.

Sec. 261. Eligibility—Beginning and termination of, in cases of delayed entry on register.—The following provision of section 3 of Rule VI, "the term of eligibility shall be one year, beginning with the date on which the name of the eligible is entered on the register," is to be read with the provisions of the law and of the rules as to the qualifications of applicants and the essentials of eligibility; and it is therefore held that when the commission admits a person to examination subject to his subsequent compliance with the requirements essential to eligibility or subject to the removal of an existing disability, such person is admitted upon the following conditions: That after he is able to fully qualify, his eligibility is to be coincident and coextensive as to time with that of other eligibles from the same examination; that if he qualifies during the life of the register, he is to have eligibility for the balance of the life of the register and no longer; and that if he fails for any reason to fully qualify within the life of the register then he loses his right to any eligibility whatsoever and may become eligible only upon again entering an examination and duly qualifying.

Sec. 262. Transfer of eligibility.—No eligible will be transferred to a register for a different position from that for which he has applied unless, to meet the needs of the service, the commission deems it necessary to so transfer the names of all eligibles on the register for one position to the register for another position of the same grade for which there is an insufficient number of eligibles. (For transfer of eligibility on stenographer and typewriter registers see sec. 219.)

Sec. 263. Certifications.—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the *three* persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection.

[1] The period of eligibility on registers for the Philippine service is two years.

The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

The time of examination is not considered in making certifications, as the highest in average percentage on the register must be certified first, although they may not have been the first examined. As a result of one examination an eligible may be certified for appointment three times to each department or office if reached for such certifications during the period of eligibility. An eligible who has been certified three times to the same office or department may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared, if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

When the needs of the service require it certification may be made from a higher-grade register for filling a lower-grade position.

Sec. 264. Method of certification for scientific or technical positions, those of stenographer and typewriter at more than $900 per annum, and other positions; Departmental Service.—When requisition is received for certification from any register of a scientific or technical character, or for certification for filling a vacancy in the position of stenographer and typewriter at a salary of more than $900, in the apportioned Departmental Service, the following method is pursued:

1. Certification is made of the highest eligibles of the sex called for from the entire group of States and Territories that have not received their full share of the total number of appointments actually made, until all the eligibles from such States and Territories with average percentages as much as 75 have been certified.

2. After all the eligibles described in (1) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia.

3. After all the eligibles described in (2) above have thus been certified, then certification is made, in the order of percentage, of the highest remaining eligibles from the entire group of States in arrears of their share who have percentages of as much as 73.

4. After all eligibles described in (3) above have thus been certified, then certification is made as described in (2) above down to and including eligibles with percentages of as much as 73.

5. After all eligibles with averages of as much as 73 have thus been certified down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States have been certified, then certification is made from each other State in its order under the apportionment.

When requisition is received to fill a vacancy in any other position in the apportioned Departmental Service, the following method is pursued (see sec. 273):

1. Certification is made of the highest eligibles from one-half of the entire group of States and Territories that have not received their full share of the total number of appointments actually made (if the number of such States and Territories is uneven, the lesser number is taken) and this method is followed until all the eligibles from such States and Territories have been certified with average percentages of as much as 80.

2. After all the eligibles described in (1) above have thus been certified, then certification is made in the same manner from one-half of the remainder of such group of States and Territories.

3. After all the eligibles described in (2) above have thus been certified, then certification is made in the same manner from the remainder of such group of States and Territories.

4. After all the eligibles described in (3) above have thus been certified, then certification is made as described in (1) above down to and including eligibles with percentages of as much as 75.

5. After all the eligibles described in (4) above have thus been certified, then certification is made as described in (2) above down to and including eligibles with percentages of as much as 75.

6. After all the eligibles described in (5) above have thus been certified, then certification is made as described in (3) above down to and including eligibles with percentages of as much as 75.

7. After all the eligibles described in (6) above have thus been certified, then certification is made from the other States, in their order under the apportionment, of eligibles with an average percentage of as much as 75, down to the two States having the largest excess of their share of appointments, and the District of Columbia,

8. After all the eligibles described in (7) above have thus been certified, then certification is made of the highest remaining eligibles, from the entire group of States in arrears of their share, in the order of percentage, who have percentages of as much as 73.

9. After all the eligibles described in (8) above have thus been certified, then certification is made as described in (7) above down to and including eligibles with percentages of as much as 73.

10. After all the eligibles have thus been certified with averages of as much as 73, down to the two States that have received the greatest excess of their share, and the District of Columbia, then certification is made of the highest remaining eligibles from the entire group of States and Territories in arrears of their share; and after all eligibles from such group of States and Territories have been certified, then certification is made from each State and Territory in its order under the apportionment.

Sec. 265. Certifications for the Railway Mail Service.—The railway mail clerk register is kept by States, according to the legal residence of the eligibles, and when a vacancy occurs requisition is made for certification from the register of the State in which the vacancy exists. If there is no register in the State in which the vacancy exists, certification is made from an adjoining State having available eligibles.

An eligible on the railway mail clerk register is allowed to have his eligibility transferred from the register of one State to that of another only when he can show that he has been a bona fide resident of the State to which transfer of eligibility is desired for a period of at least six months next preceding the date of the request. If the examination taken by the eligible is of a lower grade than that held for the State to which he desires his eligibility transferred his request can not be approved.

Sec. 266. Certifications for the Indian Service and for some other services outside of the District of Columbia.—For a vacancy in the Indian Service certification is made of the highest three eligibles on the proper register who indicate a willingness to accept appointment in the State where the vacancy exists. Competitors are given opportunity at the time of their examination to state the locality in which they are willing to accept employment. They may mention the States in which they wish to be employed or state that they are willing to accept employment anywhere in the United States.

This method is also followed in making certifications for the position of inspector's assistant in the Bureau of Animal Industry of the Department of Agriculture.

For purposes of certification of eligibles for appointment to the positions of Chinese and immigrant inspector, the United States is divided into four districts, the Mississippi River being the dividing line east and west, and the northern boundaries of North Carolina, Tennessee, Arkansas, Oklahoma, New Mexico, Arizona, Nevada, and California, the dividing line north and south. Mounted inspectors are certified by average percentage, regardless of residence.

Sec. 267. Certification for the Isthmian Canal Service.—As a result of examinations held after December 5, 1911, for positions on the Isthmus of Panama two lists of eligibles will be established, one containing the names of persons examined on the Isthmus, the other containing the names of those examined at other places. Those examined on the Isthmus will be preferred for appointments in the Isthmian Canal Service in the Canal Zone.

Sec. 268. Certification for the Field Service.—In filling vacancies in the Field Service the following procedure in making certifications will be followed:

For the Customs Service certification will be made of those examined at the port at which the vacancy exists. Where examinations are held also at subports the highest eligibles will be certified of those examined at the port and at subports, except in the case of a few subports for which the regulations provide for the certification only of eligibles examined at the subport.

For the Internal-Revenue Service certification will be made of those examined in the internal-revenue district in which the vacancy exists. This does not apply to the Tenth Civil-Service District. (See sec. 35.)

For the positions of clerk, and carrier for city delivery, in post offices, a separate register is established for each classified post office, containing the names of eligibles examined for such office. For certain large post offices separate male clerk and carrier registers are established, while for all other offices in which both clerks and city carriers are employed the names of male eligibles are entered on both the clerk and carrier registers.

For the position of office deputy marshal certification will be made of those examined in the State in which the vacancy exists. This does not apply to the Tenth Civil-Service District. (See sec. 35.)

In filling vacancies in the position of forest clerk in the Forest Service and field clerk in the Reclamation Service preference will be given to persons examined in the locality in which the vacancy exists. In case the register for any locality becomes exhausted, resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant.

In making certification for filling vacancies in the positions of stenographer, typewriter, and stenographer and typewriter occurring in field services the regulations outlined in the foregoing paragraphs relative to methods of certification for various branches of the service will apply, so far as possible. In case the register for any locality becomes exhausted resort may be had to the register for the nearest locality that contains the names of eligibles available for the position vacant. Each competitor will be given an opportunity at the time of his examination to indicate the localities in which he is willing to accept appointment. (For transfer of eligibility on stenographer and typewriter registers, see sec. 219.)

Certification for the appointment of stenographers and typewriters in the offices of chiefs of field divisions of the Land-Office Service will be made of the highest eligibles examined in the civil-service district in which the vacancy exists, exclusive of those examined in the State in which the vacancy exists. Certification for appointment to these positions in local land offices and offices of surveyors general will not be so made, but will be made by certifying eligibles examined in the city in which, or in the immediate vicinity of which, the vacancy exists.

Certification for filling vacancies in the position of clerk in the Army Transport Service will be made of eligibles examined in the city, or the vicinity of the city, from which the transport sails.

In filling vacancies in any position filled by educational examination not specifically provided for above, and positions in the Internal-Revenue Service and the position of office deputy United States marshal in the Tenth Civil-Service District (see sec. 35), certification will be made of eligibles examined at the place at which, or in the immediate vicinity of which, the vacancy exists.

In filling vacancies in noneducational positions for which applications are filed with the district secretary, certification will be made of eligibles readily available for employment; that is, of those who live in the place, or in the vicinity of the place of employment, and of those who do not live in that place but who have presented themselves to a member of the local board of civil-service examiners (or to the employing officer when there is no local-board member) at the place at which employment is desired. An eligible who does not live in the place where he desires employment will not be certified for appointment there until he has personally appeared before a member of the local board of examiners (or the employing officer) at that place, has secured a certificate from the board member (or the employing officer) showing the date on which he appeared, and has filed such certificate with the district secretary. In this connection vicinity is defined as the territory within the usual commuting distance. An employing officer is the official in charge of an office or other establishment.

In filling vacancies in noneducational positions for which applications are filed with local boards, certification will be made in accordance with the special regulations governing.

Sec. 269. Probationary appointment.—The person selected for appointment shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. The first six months under this appointment, or the first year when so specified in the certificate of appointment, shall be a probationary period. If, and when, after full and fair trial, during this period, the conduct or capacity of the probationer be not satisfactory to the appointing officer, the probationer shall be so notified in writing, with a full statement of reasons, and this notice shall terminate his service. His retention in the service beyond the probationary period confirms his absolute appointment.

Sec. 270. Declination of appointment.—An eligible who declines appointment will be dropped from the eligible register and his name will not be restored unless it appears that circumstances beyond his control prevented acceptance of the appointment and unless assurance is given that he will accept the next appointment offered for service in the locality and at the entrance salary which he indicates his willingness to accept.

It is important that the commission be kept informed by eligibles on any of its registers of changes in their circumstances which would prevent the acceptance of appointment under the conditions as to salary and location specified as satisfactory at the time of examination in order that delay may be avoided in filling vacancies and to prevent certifications being charged against their names for positions which they might not be willing to accept. The commission should also be promptly notified of any and all changes of address. In case application has been filed with the district secretary (see sec. 35) notices of changes should be sent to him.

Sec. 271. Preference in appointment.—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds received or sickness incurred in the line of duty* shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the commission has the following advantages: (*a*) He is released from all age limitations; (*b*) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (*c*) having attained an average percentage of 65, his name is placed upon the register above, and is certified before, those of persons who have not been allowed preference; and (*d*) he is released from the law and rules relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list.

Persons entitled to preference under this section are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.

Previous employment in the Government service does not entitle an eligible to preference in appointment.

Sec. 272. Apportionment.—The civil-service law requires that, as nearly as the conditions of good administration will warrant, appointments to positions in the departments at Washington shall be apportioned among the several States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

Section 2 of civil-service Rule VII excepts the following positions from the requirement of apportionment: Plate printer, printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; positions in the field service of the military staff departments and at Army headquarters, mail-bag and mail-lock repair shops, Government Printing Office, Pension Agency,[1] and local offices in the District of Columbia; apprentice, student, gardener, engraver, cabinetmaker, carpenter, electrician's helper, electric lineman, electric wireman, messenger boy, painter, plumber, and plumber's helper. Appointments to unclassified positions, such as those of mere laborers, and to positions excepted by law or Executive order from competitive examinations or the apportionment, are not apportioned among the States.

Sec. 273.—In order that appointments to positions in the departments at Washington may be apportioned, as nearly as the conditions of good administration warrant, among the States and Territories according to population, whenever an appointment is made, the State of which the appointee is a resident is charged with the appointment; and whenever a person becomes separated from the service the State to which his appointment stands charged is credited. For several reasons it is not possible to apportion the appointments equally among the States. For example, many of the appointments were made before the civil-service law became operative; also if a State which may be next entitled to an appointment does not furnish eligibles having the required qualifications, it is necessary to certify eligibles who reside in other States; and the reinstatement of a person who has been separated from the service without delinquency or misconduct must be charged to the State of which he is a resident. The commission is without authority to disapprove the reinstatement of a person on the ground of residence in a State which has received an excessive share of appointments. Again, the conditions of good administration frequently require that positions in the departments at Washington shall be filled by the transfer of persons holding similar classified positions in other parts of the country, and such transfers are required to be charged to the respective States and Territories in which the persons reside. In this way a number of States have received a larger proportionate share of appointments than others.

[1] Pension agencies have been abolished by law.

The following table shows the apportionment of appointments at Washington, D. C., from July 16, 1883, to July 1, 1913. The States and Territories are named in relative order according to the number of appointments they have received in proportion to population under the census of 1910:

State or Territory.	Appointments.			Separations.	Net appointments charged.
	Through examination.	Through reinstatement.	Through transfer, etc.		
GROUP 1.					
1. Porto Rico	72	3	7	51	31
2. Alaska	3	1	1	3	2
3. Hawaii	24			13	11
4. Oklahoma	194	15	36	140	105
5. North Dakota	82	6	15	62	41
6. Washington	153	11	23	104	83
7. Texas	614	43	76	448	285
8. Arkansas	259	26	18	186	117
9. Alabama	353	38	33	263	161
10. Louisiana	269	22	29	195	125
11. New Mexico	38	2	21	36	25
12. California	377	23	86	302	183
13. Oregon	93	8	23	72	52
14. Mississippi	303	15	25	200	143
15. Montana	56	10	17	52	31
16. Florida	107	13	31	85	66
17. Idaho	43	5	12	31	29
18. Minnesota	364	32	82	283	195
19. Illinois	1,039	108	181	795	533
20. Missouri	669	56	89	499	315
21. South Dakota	103	10	29	86	56
GROUP 2.					
22. South Carolina	270	20	42	186	146
23. Wisconsin	454	39	62	329	226
24. Georgia	488	57	94	381	253
25. Arizona	30	3	17	30	20
26. Michigan	547	48	82	399	278
27. Kentucky	414	36	76	298	228
28. North Carolina	379	36	80	274	221
29. Tennessee	399	51	79	310	219
30. Utah	87	6	8	63	38
31. Colorado	156	15	44	131	84
GROUP 3.					
32. New Jersey	491	45	60	329	267
33. Indiana	687	49	116	411	291
34. Kansas	310	37	81	243	185
35. Nevada	12	1	5	9	9
36. Iowa	495	57	99	400	251
37. Connecticut	231	34	37	175	127
38. Nebraska	236	21	66	186	137
39. Maine	179	20	33	146	86
40. New York	1,993	211	390	1,536	1,058
41. Ohio	964	140	196	742	558
42. Pennsylvania	1,528	145	318	1,089	902
GROUP 4.					
43. New Hampshire	113	14	23	95	55
44. West Virginia	189	30	72	135	156
45. Wyoming	28	2	13	24	19
46. Rhode Island	140	8	19	95	72
47. Massachusetts	978	59	131	714	454
48. Vermont	110	12	13	72	63
49. Delaware	68	2	14	45	39
GROUP 5.					
50. Virginia	615	99	163	465	412
51. Maryland	663	100	166	484	445
52. District of Columbia	1,369	301	506	1,032	1,144
Total	19,683	2,144	3,939	14,734	11,082

Sec. 274. Salary.—Entrance to the service is usually at the lowest salary, the higher salaried positions being filled by promotion. As the prospects of promotion vary in different departments, and depend largely on the efficiency of the employee, the commission can furnish no specific information on the subject. Having in mind the fact that appointments are usually made at the lowest salary, and that the higher salaries are obtainable only by promotion, competitors should indicate in the personal-question sheet of their examinations the lowest salary they would be willing to accept in the event of appointment, as the commission may not certify an eligible for a vacancy paying a lower salary than he is willing to accept, as indicated in his examination papers. The lowest and highest entrance salaries paid in various positions are given in the table, section 278 of this Manual.

A competitor should therefore state on his personal-question sheet in his examination the lowest salary that he will accept, as he will not be allowed to make any change in the amount stated after his name is entered upon the eligible register, except for reasons satisfactory to the commission. The lowest salary fixed by the competitor will not necessarily be the salary at which he may receive appointment, as this depends upon the particular vacancy to be filled, and the minimum salary stated does not affect certification to positions with higher salaries.

Sec. 275. PROSPECTS OF APPOINTMENT.—It is not possible to estimate with any degree of accuracy the prospects of an eligible for appointment, as the commission has no knowledge of vacancies occurring in any department in advance of the receipt of requisitions for certification. Under the law nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. There are usually on the registers more eligibles having ordinary qualifications than are required for appointment. The commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules, which permit them to select for appointment any one of the three names certified, without regard to political or religious considerations.

Sec. 276.—Stenographers and typewriters who are competent and willing to accept the usual salaries offered (men $900, women $720) have much greater prospects for appointment than applicants for other clerical positions. The supply of male eligibles willing to accept the usual entrance salary is not equal to the demand. An excellent opportunity is therefore open to competent stenographers and typewriters from States which have not received their full quota of appointments.

Sec. 277.—A person who resides in a State which has received its full quota of appointments has little or no prospect of obtaining an appointment in the departments at Washington as the result of an examination for bookkeeper, clerk, messenger, watchman, or skilled laborer. Positions in the Post-Office Service are filled as a result of examinations held especially for that service.

The States of Alabama, Arkansas, California, Florida, Idaho, Louisiana, Mississippi, Montana, New Mexico, North Dakota, Oklahoma, Oregon, Texas, and Washington, and the Territories of Alaska, Hawaii, and Porto Rico have received so much less than the number of appointments to which they are entitled under the apportionment law that eligibles from these States and Territories, with averages of 80 or above, under present conditions have excellent prospects of appointment to positions in the apportioned service, and the chances of those with averages of 75 to 80 are good.

Sec. 278.—The table on page 133 shows for certain examinations the number of persons examined, the number that passed, the number appointed, and the minimum and maximum salaries at which appointments were made during the year ended June 30, 1912

Kind of examination.	Male.			Female.			Salaries at which appointed.	
	Examined.	Passed.	Appointed.	Examined.	Passed.	Appointed.	Minimum.	Maximum.
Aid, Coast and Geodetic Survey	50	19	8	.....	.....	.....	$900.00	$900.00
Aid, Lighthouse Service [1]	63	28	1	.....	.....	.....	1,380.00	1,380.00
Apprentice map engraver	6	6	3	.....	.....	.....	[2].75	[2]1.00
Apprentice plate cleaner, transferrer, and engraver	4	2	3	.....	.....	.....	[2]1.60	[2]1.60
Assistant engineer, Reclamation Service [1]	58	53	.....	.....	.....	.....	.....	.....
Assistant observer	142	34	28	.....	.....	.....	[3]720.00	720.00
Cadet engineer	34	4	5	.....	.....	.....	660.00	660.00
Cadet officer	21	10	6	.....	.....	.....	600.00	600.00
Civil engineer and draftsman	79	24	3	.....	.....	.....	1,200.00	[2]5.04
Civil engineer and superintendent of construction [1]	62	19	1	.....	.....	.....	1,500.00	1,500.00
Clerk, departmental	1,806	510	37	783	304	41	660.00	1,000.00
Clerk, Isthmian Canal [4]	101	50	8	.....	.....	.....	1,200.00	1,200.00
Computer:								
Coast and Geodetic Survey	59	7	.....	.....	.....	.....	.....	.....
Nautical Almanac Office	14	7	6	.....	.....	.....	([5])	([5])
Naval Observatory							([5])	([5])
Supervising Architect's Office [1]	16	5	1	.....	.....	.....	1,600.00	1,600.00
Draftsman:								
Architectural	3	3	2	1	.....	.....	1,500.00	2,460.00
Copyist, topographic	208	40	5	49	12	.....	900.00	1,200.00
Engineer	2	1	.....	.....	.....	.....	.....	.....
Heating and ventilating	1	1	3	.....	.....	.....	1,200.00	1,200.00
Junior architectural	19	9	.....	.....	.....	.....	.....	.....
Junior engineer	15	5	.....	.....	.....	.....	.....	.....
Mechanical, Isthmian Canal	22	6	6	.....	.....	.....	1,350.00	1,350.00
Topographic, departmental	40	7	2	12	1	.....	900.00	1,500.00
Topographic, Isthmian Canal	67	20	2	.....	.....	.....	1,500.00	1,500.00
Electrician	28	9	3	.....	.....	.....	720.00	900.00
Electrotyper, finisher	13	12	1	.....	.....	.....	[6].60	[6].60
Electrotyper, molder	6	3	.....	.....	.....	.....	.....	.....
Elevator conductor	129	108	39	.....	.....	.....	720.00	720.00
Engineer, Indian Service	31	13	4	.....	.....	.....	720.00	780.00
Fish culturist	94	62	23	6	4	.....	600.00	600.00
Forest assistant, Forest Service	159	91	59	.....	.....	.....	1,200.00	1,200.00
Guard	10	3	13	.....	.....	.....	840.00	840.00
Junior engineer:								
Bureau of Mines—								
Mining	8	3	3	.....	.....	.....	900.00	1,380.00
Engineer Department at large—								
Civil	158	112	.....	.....	.....	.....	.....	.....
Electrical	37	19	.....	.....	.....	.....	.....	.....
Mechanical	24	8	.....	.....	.....	.....	.....	.....
Reclamation Service [1]	52	35	3	.....	.....	.....	960.00	1,500.00
Kindergarten teacher	.....	.....	.....	24	21	7	600.00	600.00
Local and assistant inspector of boilers	57	16	5	.....	.....	.....	1,500.00	2,000.00
Local and assistant inspector of hulls	45	20	7	.....	.....	.....	1,500.00	2,000.00
Matron, Indian Service	.....	.....	.....	202	169	34	400.00	600.00
Pharmacist	16	10	3	.....	.....	.....	700.00	700.00
Physician	63	51	36	.....	.....	.....	1,320.00	2,100.00
Postal clerk, Isthmian Canal Service	10	6	2	.....	.....	.....	1,200.00	1,200.00
Press feeder	8	7	.....	27	22	26	[6].25	[6].25
Pressman [4]	50	50	.....	.....	.....	.....	.....	.....
Printer, Government Printing Office	192	177	16	1	1	.....	[6].50	[6].50
Railway mail clerk	11,266	3,034	770	.....	.....	.....	900.00	900.00
Scientific assistant	351	154	19	38	24	10	600.00	1,620.00
Stenographer	879	152	33	327	93	6	700.00	1,080.00
Stenographer and typewriter	1,525	514	417	671	320	103	480.00	1,200.00
Stereotyper	3	3	.....	.....	.....	.....	.....	.....
Subclerical, departmental	1,323	1,099	463	.....	.....	.....	300.00	720.00
Superintendent of construction [1]	92	34	1	.....	.....	.....	1,800.00	1,800.00
Teacher, Indian Service	84	57	29	128	88	47	540.00	840.00
Trained nurse	33	28	6	108	106	37	600.00	1,080.00
Typewriter	1,170	744	307	471	279	40	480.00	1,200.00
Veterinarian	392	185	109	.....	.....	.....	1,200.00	1,400.00
Wireman	21	6	4	.....	.....	.....	900.00	900.00

[1] Examination not held during year ended June 30, 1912. Figures shown are for preceding year.
[2] Per diem.
[3] The entrance salary of assistant observer has been changed from $720 to $900 per annum.
[4] Examination not held during year ended June 30, 1912. Figures shown are for the examination held in the fall of 1912, only.
[5] Piecework.
[6] Per hour.

SCHEDULE A.

CLASSIFIED POSITIONS EXCEPTED FROM EXAMINATION UNDER RULE II, CLAUSE 3.

[The classified service does not include positions under the government of the District of Columbia, the Library of Congress, the legislative and judicial branches, the Consular and Diplomatic Services, or the Pan American Union.]

Sec. 279.—Below will be found a list of classified positions which are excepted from examination by the commission. For information in regard to appointment to any of the positions mentioned therein, application should be made to the head of the department or office in which such position is located.

No office or position is excepted unless it is specifically named herein. Not more than one position shall be treated as excepted under the title of any such position unless a different number be indicated.

I. THE ENTIRE CLASSIFIED SERVICE.

1. Two private secretaries or confidential clerks to the head of each of the executive departments and one to each assistant head.

2. One private secretary or confidential clerk to each of the heads of bureaus, appointed by the President and confirmed by the Senate, in the executive departments, if authorized by law.

3. All persons appointed by the President without confirmation by the Senate.

4. Attorneys, assistant attorneys, and special assistant attorneys.

5. Chinese and Japanese interpreters.

6. Any person receiving for his personal salary compensation aggregating not more than $300 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition when payment is not at a per annum rate the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.[1]

7. Any person employed in a foreign country under the State Department, or temporarily employed in a confidential capacity in a foreign country under any department or office; but this exception shall not apply to any person employed in a foreign country contiguous to the United States in the service of the Bureau of Immigration, Department of Labor.

8. Any position the duties of which are of a quasi military or quasi naval character, and for the performance of which duties a person is enlisted for a term of years; also positions in the Revenue-Cutter Service, where the persons enlist for the season of navigation only.

9. All positions in Alaska which can not be filled from appropriate existing registers, except those in the Customs Service.

10. A person serving under temporary appointment continuously since May 29, 1899, may be permanently appointed, in the discretion of the appointing officer.

[1] As amended Oct. 14, 1911.

11. A person holding an excepted position, which he entered prior to November 2, 1894, and in which he has since served continuously, may, subject to the other conditions and provisions of these rules, be transferred to a competitive position.

12. Mechanics and skilled tradesmen or laborers,[1] employed upon construction or repair work in the field services, under such restrictive conditions that, in the opinion of the commission, they can not, as a class, be appointed from registers of eligibles.

13. Cooks, when in the opinion of the commission it is not expedient to make appointment upon competitive examination.

14. One driver[2] of carriage, each, for the personal use of the President, the head of any executive department, the Secretary to the President, and such other drivers of carriages as may from time to time be authorized by competent authority, may be appointed without reference to the civil-service rules or the labor regulations.

15. Positions of unusual character as to duties or compensation and for which qualified persons are so rare that in the judgment of the commission they can not in the interests of good civil-service administration be filled through competitive examination. Prior consent of the commission must be obtained for appointments under this clause.[3]

II. State Department.[4]

1. Eight officers to aid in important drafting work.[5]
2. Assistant solicitors.[5]

III. Treasury Department.[4]

1. One confidential clerk, if authorized by the Secretary of the Treasury, to each of the following officers:

The collector of each customs district where the receipts for the last preceding fiscal year amounted to as much as $500,000.

The appraisers at the ports of Boston, New York, and Philadelphia.

One private secretary in the office of the naval officer of customs at the port of New York.

2. One counsel before the Board of United States General Appraisers.

3. In the New York customs district: Stitch counters.[6]

4. Storekeepers and gaugers[7] whose compensation does not exceed $3 per diem when actually employed and whose aggregate compensation shall not exceed $500 per annum.

This exception from the requirement of examination shall not apply to the Fifth Internal-Revenue District of North Carolina.

5. One private secretary or confidential clerk to the superintendent in each mint and in the assay office at New York.[8]

6. Any local physician employed for temporary duty as acting assistant surgeon in the Public Health Service at stations or localities where, in the opinion of the commission, the establishment of registers is impracticable.

7. Any person employed in the Public Health Service as quarantine attendant at a station at which, in the opinion of the commission, the establishment of registers is impracticable, and any person employed as quarantine attendant or acting assistant surgeon or sanitary inspector on a quarantine vessel or in a camp or station established

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[1] Skilled laborers. Unskilled laborers are not within the scope of the act and rules.

[2] This exception applies to chauffeurs as well as to drivers of carriages. (Minute of commission, Jan. 30, 1908.)

[3] As amended Aug. 26, 1912.

[4] See excepted positions in this department under heading "The Entire Classified Service."

[5] As amended Aug. 24, 1912.

[6] As amended June 12, 1911.

[7] Internal-Revenue Service.

[8] As amended Feb. 20, 1913.

for quarantine purposes during an epidemic of a contagious disease for temporary duty in the United States or elsewhere in preventing the introduction or spread of contagious or infectious diseases.[1]

8. In the Alaska Customs Service all persons appointed or employed for the season of navigation only.

9. One examiner of tobacco and one examiner of tea in the Customs Service at the port of Chicago.

10. Mounted inspectors in the Customs Service on the Mexican border.

11. Civilian instructors in the United States Revenue-Cutter Service.

12. National-bank examiners and receivers under the office of the Comptroller of the Currency.

13. All persons actually employed in the Public Health Service at the leprosy investigation station, Molokai, Hawaii.

14. Informers and posse men in the Internal-Revenue Service.

15. Laborers at $480 per annum in the Customs Service, district of Hawaii, who are to perform the duties of opener and packer.

IV. War Department.[2]

1. All cable engineers and cable electricians.

2. All telegraph operators, telegraph linemen, and cable seamen, receiving a monthly compensation of $60 or less, serving on military telegraph systems or at military stations, and who perform their duties in connection with their private business or with other employment, such duties requiring only a portion of their time. Appointment to such positions shall be subject to noncompetitive examination as to practical skill in the work required therein by a signal officer or acting signal officer, whose certificate as to the professional fitness of the appointee shall be forwarded to the Secretary of War, and a duplicate thereof to the Civil Service Commission.

3. United States Army Transport Service: Longshoremen employed by the department at ports in the United States; trade and noneducational employees in the Philippine Islands; and all employees on transport ships other than clerks.

4. All commissioners and statutory places of secretary for the national military parks, and one assistant secretary to the Chickamauga and Chattanooga National Military Park Commission.[3]

5. Consulting architect, for work of reconstructing the United States Military Academy at West Point, N. Y.

6. All navigating positions on the torpedo and mine planters of the Quartermaster Corps.

7. One law officer in the Bureau of Insular Affairs.

8. One superintendent, one chief chemist and assistant superintendent, and one first assistant chemist, for service in connection with the operation of the Washington filtration plant, under the Engineer Department.

9. Caretakers of abandoned military reservations or of abandoned or unoccupied military posts when the positions are filled by retired noncommissioned officers or enlisted men.

10. Civilian professors, instructors, and teachers in the United States Military Academy at West Point.

11. Superintendent of construction, Quartermaster Corps, Corregidor, Philippine Islands.

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[1] Subject to this exception at present are the following quarantine stations: Cape Charles, Columbia River, Fort Stanton, Gulf, Key West, Mobile, Mullet Key, Reedy Island, San Francisco, and South Atlantic.

[2] See excepted positions in this department under heading "The Entire Classified Service."

[3] Superintendents of national cemeteries are appointed by the Secretary of War, under sections 4873 and 4874, Revised Statutes, from soldiers discharged for disability incurred in the line of duty.

12. Contract surgeons.

13. Clerk qualified as translator of the English, Spanish, and Tagalog languages in the Bureau of Insular Affairs.

V. Navy Department.[1]

1. Paymaster's clerks acting as principal clerks to general storekeepers at navy yards and naval stations.[2]

2. Civilian professors, instructors, and teachers in the United States Naval Academy at Annapolis.[2]

3. All positions in the Island of Guam and in the Island of Samoa.[3]

4. One clerk actually on duty with each assistant paymaster of the United States Marine Corps.[4]

5. Artisan and supervisory artisan positions at the naval stations at Cavite, Olongapo, and Guantanamo.[5]

VI. Department of Justice.[1]

1. Wardens, chaplains, and physicians in the United States penitentiaries or prisons.

2. One clerk to each United States district attorney.

3. Examiners.

4. Any person employed as field deputy in the office of a United States marshal or whose chief duties are to serve process.

5. All positions and employments deemed by the Attorney General to be legal or confidential in their character, and which relate to temporary service or which grow out of appropriation acts committing to the Attorney General the execution of some purpose of the law and the expenditure of the funds therefor, but not creating specific positions.

VII. Post Office Department.[1]

1. The Assistant Attorney General for the Post Office Department.

2. One private secretary or confidential clerk to the Assistant Attorney General, and one to the purchasing agent of the Post Office Department.

3. All employees on star routes and in post offices of the third and fourth classes, other than postmasters of the fourth class, except those in Alaska, Guam, Hawaii, Porto Rico, and Samoa.[6]

4. One auditor at the post office in New York City.

5. Clerks in charge of contract stations, appropriated for as such and so reported.

VIII. Department of the Interior.[1]

1. The superintendent of the Hot Springs Reservation.

2. Inspectors whose duties are of a confidential nature in the Office of the Secretary of the Interior and who are appropriated for by Congress.[7]

3. Inspectors of coal mines in the Territories.

4. Temporary clerks employed in the United States local land offices to reduce testimony to writing in contest cases, not paid from Government funds.

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[1] See excepted positions in this department under heading "The Entire Classified Service."
[2] As amended Dec. 2, 1910.
[3] As amended Feb. 21, 1911.
[4] Amendment of Apr. 3, 1911.
[5] Amendment of Feb. 4, 1913.
[6] As amended Oct. 15, 1912.
[7] As amended Apr. 10, 1912.

5. Indians employed in the Indian Service at large, except those employed as superintendents, teachers, manual-training teachers, kindergartners, physicians, matrons, clerks, seamstresses, farmers, and industrial teachers.

6. Special commissioners to negotiate with Indians, as the necessity for their employment may arise.

7. One financial clerk at each Indian agency to act as agent during the absence or disability of the agent.

8. Physicians employed in the Indian Service and receiving not more than $720 per annum salary, who may lawfully perform their official duties in connection with their private practice, such employment, however, to be subject to the approval of the commission.

9. All physicians employed as pension-examining surgeons, whether organized in boards or working individually under the direction of the Commissioner of Pensions. This paragraph shall not include medical examiners in the Pension Office.

10. Five special pension examiners to investigate fraudulent and other pension claims of a criminal nature.

11. Six special agents of the General Land Office to investigate fraudulent entries and other matters of a criminal nature.

12. Consulting engineers of the Reclamation Service under the Geological Survey.

13. One confidential clerk and one record clerk to the Superintendent of the Government Hospital for the Insane.

14. One private secretary to the Director of the Geological Survey.

15. Superintendents of live stock, stockmen, stock detectives, and line riders in the Indian Service.

16. Special officers to assist in the suppression of the liquor traffic in the Indian Service.

17. Superintendent of Indian Insane Asylum, Canton, S. Dak.

18. Special agent for the Chippewa Indians of Lake Superior.

19. One Indian trade supervisor.

20. Superintendents or officers in charge of national parks or reservations.

21. Chief law officer in the Reclamation Service.

22. Scouts, buffalo keepers, assistant buffalo keepers, and park rangers in the national parks.

23. One histopathologist temporarily engaged in research work at the Government Hospital for the Insane.

24. One specialist in higher education in the Bureau of Education.

25. The assistant to the Secretary in the Office of the Secretary of the Interior.[1]

26. All employees of the Neopit Lumber Mills on the Menominee Indian Reservation in Wisconsin.[2]

IX. Department of Agriculture.[3]

1. (*a*) Agents employed in field positions the work of which is financed jointly by the department and cooperating persons or organizations outside the Federal service.

(*b*) Local agents outside of Washington engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

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[1] Amendment of Apr. 21, 1911.

[2] Amendment of Nov. 19, 1912. The Neopit lumbering project is a commercial enterprise conducted for the profit and sole benefit of the Menominee tribe of Indians and its operation is in competition with private enterprises of the same kind. It thus differs from any other enterprise conducted for the benefit of the Indians and it is believed that the work can be carried on more economically and therefore with more benefit to the Indians by excepting these employees from the operation of the civil-service rules.

[3] See excepted positions in this department under heading "The Entire Classified Service."

(*c*) Local agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies, hog cholera, and animal tuberculosis, and other contagious or infectious animal diseases.

(*d*) Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not, in the opinion of the commission, be filled by open competitive examination.

(*e*) Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

(*f*) Student assistants whose salary shall not exceed a rate of $300 a year each while employed.

Prior consent of the commission must be obtained for the appointment of agents under clause (*d*) above; and in making appointments under clauses (*a*), (*b*), (*c*), (*e*), and (*f*), a full report shall be submitted immediately by the department to the commission setting forth the name, designation, and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.[1]

An agent is one who is employed to act for or to represent the Department of Agriculture in some locality or territory outside of Washington, and whose duties are of such a temporary or special character or whose compensation is so low as to render it impracticable to adequately fill the position by open competitive examination.

An expert is one who has such rare, peculiar, or unusual skill or experience in some department or branch of knowledge as to render his qualifications essentially different from or superior to those required of any classified employees in competitive positions and not likely to be possessed in an equal or superior degree by other persons who might be available for appointment.

(Regulations approved Apr. 17, 1905, and minute of commission, Jan. 23, 1908.)

2. One statistical agent in each State and Territory where authorized by law.

3. Guards, field assistants for reconnaissance parties, guides, cooks, packers, teamsters, choppers, and skilled laborers employed temporarily during the season of danger from fires, or when other special work requires additions to the regular Forest Service force. They shall serve only as long as absolutely required and in no case more than six months in any one year, except in the case of forest guards, whose employment shall not be so limited. So far as the commission may deem practicable, such appointments shall be made from the registers of eligibles for forest rangers.

X. Isthmian Canal Commission.[2]

1. All officers and employees in the service of the Isthmian Canal Commission upon the Isthmus of Panama, except those who are to perform the duties of clerk, bookkeeper, stenographer, typewriter, surgeon, physician, trained nurse, or draftsman. Appointments to clerical positions on the Isthmus of Panama paying not more[3] than $75 in gold per month may be made without examination under the civil-service rules. No person appointed to the service on the Isthmus of Panama otherwise than through competitive examination, or by transfer or promotion from a competitive position, shall be transferred to a competitive position, unless he was classified

[1] As amended Aug. 26, 1912.

[2] See excepted positions in this department under heading "The Entire Classified Service."

[3] As amended July 17, 1906.

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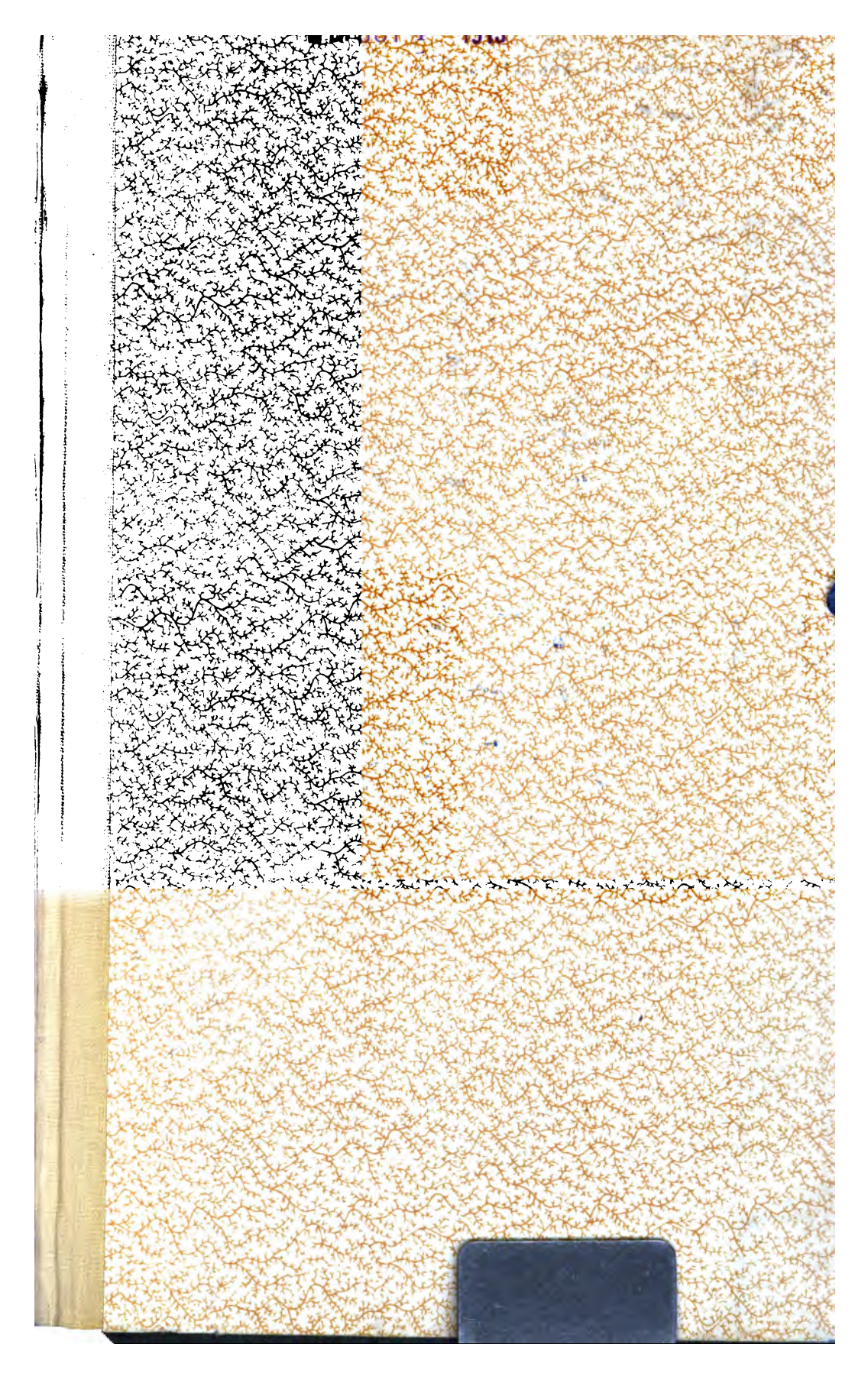
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